



AUSTRALIAN EDUCATION
ACADEMY PTY LTD

COURSE OUTLINE

BSB40207 - CERTIFICATE IV IN BUSINESS

COMPETENCIES		
CODE	DESCRIPTION	HOURS
CORE		
BSBOHS407A	Monitor a safe workplace	50
ELECTIVES		
BSBCMM401A	Make a presentation	40
BSBFIA402A	Report on financial activity	30
BSBHRM402A	Recruit, select and induct staff	40
BSBINN301A	Promote innovation in a team environment	40
BSBLED401A	Develop teams and individuals	40
BSBMGT402A	Implement operational plan	40
BSBREL401A	Establish networks	30
BSBRES401A	Analyse and present research information	40
BSBSMB403A	Market the small business	50
TOTAL HOURS		400