

# BSB40120

## Certificate IV in Business- Group C

### (Business Administration)



Type	Unit Code	Unit Name	Supplier	Unit Price (inc GST)	Photocopy Fees
Core	BSBCRT411	Apply critical thinking to work practices	<a href="https://catapultlearning.com.au/product/bsbcrt411/">https://catapultlearning.com.au/product/bsbcrt411/</a>	\$19	\$6
Core	BSBWHS411	Implement and monitor WHS policies, procedures and programs	<a href="https://catapultlearning.com.au/product/BSBWHS411/">https://catapultlearning.com.au/product/BSBWHS411/</a>	\$19	\$6
Core	BSBWRT411	Write complex documents	<a href="https://catapultlearning.com.au/product/bsbwrt411-2/">https://catapultlearning.com.au/product/bsbwrt411-2/</a>	\$19	\$6
Elective	BSBPEF502	Develop and use emotional intelligence	<a href="https://catapultlearning.com.au/product/BSBPEF502/">https://catapultlearning.com.au/product/BSBPEF502/</a>	\$19	\$6
Core	BSBXCM401	Apply communication strategies in the workplace	<a href="https://catapultlearning.com.au/product/BSBXCM401/">https://catapultlearning.com.au/product/BSBXCM401/</a>	\$19	\$6
Elective	BSBTEC403	Apply digital solutions to work processes	<a href="https://catapultlearning.com.au/product/BSBTEC403/">https://catapultlearning.com.au/product/BSBTEC403/</a>	\$19	\$6
Elective	BSBINS402	Coordinate workplace information systems	<a href="https://catapultlearning.com.au/product/BSBINS402/">https://catapultlearning.com.au/product/BSBINS402/</a>	\$19	\$6
Elective	BSBTEC402	Design and produce complex spreadsheets	<a href="https://catapultlearning.com.au/product/BSBTEC402/">https://catapultlearning.com.au/product/BSBTEC402/</a>	\$19	\$6
Elective	BSBPMG430	Undertake project work	<a href="https://catapultlearning.com.au/product/BSBPMG430/">https://catapultlearning.com.au/product/BSBPMG430/</a>	\$19	\$6
Core	BSBTWK401	Build and maintain business relationships	<a href="https://catapultlearning.com.au/product/BSBTWK401/">https://catapultlearning.com.au/product/BSBTWK401/</a>	\$19	\$6
Core	BSBTEC404	Use digital technologies to collaborate in a work environment	<a href="https://catapultlearning.com.au/product/BSBTEC404/">https://catapultlearning.com.au/product/BSBTEC404/</a>	\$19	\$6
Elective	BSBPEF402	Develop personal work priorities	<a href="https://catapultlearning.com.au/product/BSBPEF402/">https://catapultlearning.com.au/product/BSBPEF402/</a>	\$19	\$6
<b>Subtotal</b>				<b>\$228</b>	<b>\$72</b>
<b>Total</b>				<b>\$300</b>	