

# BSB40120

## Certificate IV In Business (Business Administration)

### Course Material list



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