

## Certificate IV in Business (BSB40207)

### Who is this course for?

The course is especially designed for those who are interested in a future in Business Administration. Successful completion of this course can lead to futures careers as:

- Accounts Clerk
- Customer Service Advisor
- Clerk
- E-business Practitioner
- Legal Receptionist
- Medical Receptionist
- Office Administration Assistant
- Student Services Officer
- Word Processing Operator

### What will you learn in this course?

The course aims to give you the knowledge and skills required to work in most areas of working business environments. The qualification requires ten (10) units of competency.

Specific Job Roles could be:

- Administrator
- Project Officer



### CORE UNITS

BSBOHS407A Monitor a safe workplace

Call us for more information about the Electives

Employability Skills Summaries for Training Package qualifications are embedded in training and assessment. Information on the Employability Skills relevant to your qualification can be obtained by visiting this website and keying in the national code for the qualification: <http://employabilityskills.training.com.au>

HB Training is a Registered Training Organisation delivering accredited training in Business, Retail, Financial Services, Information Technology and Training and Assessment.



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