



CRICOS: **097339D**

SERO | **Business**

**BSB40215** **Certificate IV**

# in Business

Office Assistant ✓	Project Officer ✓	Accommodation Services ✓
Administrative Assistant ✓	Education and Training ✓	Food Services ✓
Office Receptionist ✓	Retail Trade ✓	So many opportunities ...

**We see you succeeding.**

This qualification is suited to those working as administrators and project officers. In this role, individuals use well-developed skills and a broad knowledge base to apply solutions to a defined range of unpredictable problems and analyse information from a variety of sources. They may provide leadership and guidance to others with some limited responsibility for the output of others.

Designed for students who are wishing to enter into a business working environment.

**Take charge today.**

**Take the first steps in making your dream a reality.** Chat to Sero Institute today and find out how you can join their growing list of successful students.

- 1800 206 010
- seroinstitute
- info@sero.edu.au
- seroinstitute17
- seroinstitute

*SERO is with you every step of the way.*



SERO Institute PTY Ltd RTO # 32303 CRICOS # 03528K

[www.serolearning.com.au](http://www.serolearning.com.au)

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# Certificate IV in Business



**Course structure** 10 Units: 1 Core / 9 Elective | **Course Duration:** 34 Weeks

## Core:

- ✓ **BSBWHS401** Implement and monitor WHS policies, procedures and programs to meet legislative requirements

## Elective:

- ✓ **BSBLDR503** Communicate with influence
- ✓ **BSBADM405** Organise meetings
- ✓ **BSBCUS402** Address customer needs
- ✓ **BSBCUS403** Implement customer service standards
- ✓ **BSBMKG413** Promote products and services
- ✓ **BSBMKG414** Undertake marketing activities
- ✓ **BSBRES401** Analyse and present research information
- ✓ **BSBCMM401** Make a presentation
- ✓ **BSBPMG522** Undertake project work

## Entry Requirements:

1. Age 16+
2. IELTS (General) 5.5 or equivalent English proficiency
3. Completed high school year 10, or equivalent

- 📍 **Main Campus** ..... 6-8 Scarborough St, Southport QLD 4215
- 📍 **Queen Street Campus** ..... 3-4/115 Queen St, Brisbane QLD 4000
- 📍 **North Quay Campus** ..... 205 North Quay, Brisbane QLD 4000
- 📍 **Mount Gravatt Campus** ..... Level 2, Nexus Centre, 96 Mount Gravatt Capalaba Road, Upper Mount Gravatt QLD 4122
- 📍 **Perth Campus** ..... 28 Eighth Avenue, Maylands WA 6051

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