

Specialisation in

Cyber Security

BSB40120 CERTIFICATE IV IN BUSINESS

CRICOS 106816A

Course Overview

This course is the commencement point of the business stream of courses and prepares students with knowledge and skills for supervisory roles and/or further learning at Diploma level.

Individuals in these roles carry out a mix of specialist and moderately complex administrative or operational tasks that require self-development skills. They 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.

Teaching sessions are trainer-led in-group sizes of up to 30 participants. The teaching program is undertaken using a planned schedule in accordance with national standards.

Course Features

- 12 units in total
- 4 terms per year
- 1 year course
- 40 weeks of learning + 12 weeks holiday
- 20 hours per week face to face learning plus online and self learning

Career Opportunities

- Office Supervisor
- Project Administrator
- Business Operator
- Cyber Security Officer
- Team Leader

Course Units

Core Units x 6

- BSBCRT411 Apply critical thinking to work practices
- BSBTWK401 Build and maintain business relationships
- BSBWHS411 Implement and monitor WHS policies, procedures and programs
- BSBXCM401 Apply communication strategies in the workplace
- BSBWRT411 Write complex documents
- BSBTEC404 Use digital technologies to collaborate in a work environment

Elective Units x 6

Cyber Security x 4

- BSBXCS401 Maintain security of digital devices
- BSBXCS402 Promote workplace cyber security awareness and best practices
- BSBXCS403 Contribute to cyber security threat assessments
- BSBXCS404 Contribute to cyber security risk management

General Elective x 2

- BSBPEF502 Develop and use emotional intelligence
- BSBPEF402 Develop personal work priorities