

CERTIFICATE IV IN BUSINESS

BSB 40207

THE CERTIFICATE IV IN BUSINESS IS DESIGNED TO PROVIDE YOU WITH THE NECESSARY SKILLS FOR MIDDLE MANAGEMENT IN BUSINESS/OFFICE/ADMINISTRATION ENVIRONMENTS. THIS COURSE IS APPROPRIATE FOR THOSE WITH SUPERVISORY OR LIMITED MANAGEMENT RESPONSIBILITIES WITHIN A NUMBER OF BUSINESS SECTORS INCLUDING SMALL BUSINESS, MEDIUM SIZED ENTERPRISES OR A BUSINESS UNIT IN A LARGER ORGANISATION.

COURSE OBJECTIVES

The Certificate IV in Business will provide you with the skills and knowledge to manage physical, human and financial resources within a business environment.

On completion of this course, you should be able to:

- develop work priorities;
- develop teams and individuals;
- coordinate implementation of customer service strategies;
- monitor a safe workplace;
- promote innovation and change;
- produce complex business documents;
- administer projects;
- promote the business;
- undertake business planning; and
- implement effective workplace relationships.

COMPONENTS

- BSBOHS407A Monitor a safe workplace
- BSBCUS401A Coordinate implementation of customer strategies
- BSBCUS402A Address customer needs
- BSBFIA402A Report on financial activity
- BSBMKG413A Promote products and services
- BSBRES401A Analyse and present research information
- BSBREL401A Establish networks
- BSBPMG510A Manage projects
- BSBWRT401A Write complex documents
- BSBFLA401A Prepare financial reports

DURATION

The maximum nominal hours for this course are 438 hours. This should include completing both the online training module and the associated formal assessment component.

FULL TIME

Load – 12hrs/wk
Duration – 37 weeks
Maximum 12mths access to online course. (Approx. 10-20hrs to complete each unit).

DELIVERY MODE

Online

PREREQUISITES

Course entry requirements include:

- sufficient literacy and numeracy skills to complete the course; and
- access to an internet connection and computer.

COST

Member	\$2,681
Corporate Supporter	\$3,300
Standard	\$4,125

This qualification is delivered online providing you with the flexibility to complete the training when and where you wish. You will be fully supported throughout the learning process by qualified trainers from Accredited Online Training (AOT), Australia's leading provider of online qualifications.



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Book online now at www.qld.ipaa.org.au or call us on (07) 3228 2800

