



Certificate IV in Business (*BSB40207*)



Are you seeking to advance your career in the business sector?

The Certificate IV in Business is designed to provide you with the necessary skills for middle management in business/office/administration environments. Our nationally accredited Certificate IV in Business qualification reflects the role of individuals who use well-developed skills and a broad knowledge base in a wide variety of contexts.

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.

Career Opportunities

Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:

- Administrator
- Supervisory administrator
- Project officer

Prerequisite Requirements

There are no pre-requisite requirements for individual units of competency

Course Pathway

After achieving this qualification candidates may undertake a range of Diploma level qualifications within the BSB07 Business Services Training Package, or other Training Packages.



Course structure

Successful completion of this course requires the fulfillment of 10 units of study: 1 core unit and 9 elective units

Core Units:

- BSBOHS407A - Monitor a safe workplace

Elective Units:

- BSBITU401A- Design and develop complex text documents
- BSBITU402A - Develop and use complex spreadsheets
- BSBMKG414B - Undertake marketing activities
- BSBITU404A - Produce complex desktop published documents
- BSBCUS402A - Address customer needs
- BSBCMM401A - Make a presentation
- BSBITA401A - Design databases
- BSBITS401A - Maintain business technology
- BSBPMG510A - Manage projects

Assessments

Competency based training is concerned with assisting people to achieve specific competencies which are required in the workplace. This course has been designed to meet the particular skills and knowledge appropriate to this vocational area. A student will be assessed by performing set tasks at specified standards, under prescribed conditions.

Course delivery information

Cost:	\$2160.00 <i>(Payment plans are available)</i>
Course capacity:	<i>Maximum of 12</i>
Location:	27 Evans Street, Maroochydore (near the Sunshine Plaza)
Delivery method:	Mixed mode – face-to-face and self-study
Duration:	12 weeks (one day face-to-face)
Dates for 2012:	8 Feb – 2 May 2012 <i>enrolling now ***</i> ← 6 June – 22 August 2012 12 Sept – 5 December 2012

Enrolment process

If you would like to enrol on any of the above course dates or request further information please contact us on **07 5451 1737** or via email at **info@sutherlandcomputers.com.au**. We look forward to hearing from you.

