

Certificate IV in Business

(BSB40207)

Maxima's Certificate IV in Business reflects the roles on individuals who use well-developed skills and a broad knowledge base in a wide variety of contexts. They apply solutions to a defined range of unpredictable problems, and analyse and evaluate information from a variety of sources.

Individuals may also provide leadership and guidance to others with some limited responsibility for the outcomes of their team.

The Certificate IV in Business provides workers with a range of new skills and knowledge to manage physical, human and financial resources within a business environment. After completing the course, participants will be in a position to apply their new skills in unpredictable situations and coordinate the work of others as required.

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

- > Administrator
- > Project officer
- > Office supervisor
- > Team leader

Upon completion of this qualification, you can articulate directly into higher programs. Maxima Training Services can offer the following qualifications:

- > Diploma in Business
- > Diploma in Management

For information on Advanced Diploma level qualifications refer to www.training.gov.au



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Packaging Rules

Certificate IV in Business requires a total of 10 units to be completed. This includes 1 core unit plus 9 elective units.

The units in our model program are:

Units

- BSBOHS407A Monitor a safe workplace
- BSBCON401A Work effectively in a business continuity context
- BSBFIA402A Report on financial activity
- BSBCMM401A Make a presentation
- BSBITA401A Design databases
- BSBITU404A Produce complex desktop published documents
- BSBMKG414A Undertake marketing activities
- BSBREL401A Establish networks
- BSBRSK401A Identify risk and apply risk management processes
- BSBWRT401A Write complex documents

If it is applicable, participants enrolling in this course are encouraged to apply for Recognition of Prior Learning or credit transfer.

- Cost:** \$3,575 for full certificate (No GST on full certificates)
Price may vary due to RPL process and delivery of program
Also available under a Contract of Training (conditions apply)