



## Course Information Certificate IV Business BSB40207

### **Certificate IV in Business BSB40207**

#### **Descriptor:**

This qualification reflects the role of 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. They may provide leadership and guidance to others with some limited responsibility for the output of others.

#### **Jobs and opportunities:**

- Administrator
- Project Officer

#### **Entry requirements:**

Successful completion of the Certificate III in Business or Certificate III in Business Administration, or vocational experience assisting in a range of environments providing administrative or operational support to individuals and/or teams but without a formal business qualification.

#### **Start:**

Course commencement dates: 30 January 2012, 5 March 2012, 16 April 2012, 4 June 2012, 3 September 2012, 22 October 2012.

#### **Location:**

Cairns Business College, 91-97 Mulgrave Road, Parramatta Park, Cairns QLD 4870

#### **Study Mode:**

Full time up to 18 weeks



# Course Information

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continued

### Recognition of Prior Learning (RPL):

RPL recognises your existing experience gained through life or work for which you may not have obtained a formal qualification. We will work with you to identify your existing skills, and assess if you can then achieve a full or part qualification. This also helps to avoid unnecessary duplication of training, saving you time and money.

### Other information:

Please be aware that you will also be required to supply textbooks and a USB memory stick at your own cost.

### Assessment Procedures:

This program has a variety of assessment methods including written, oral, practical role plays and simulated office environment assessments.

### Subject list:

<b>BSBMGT401A</b>	Show leadership in the workplace
<b>BSBMGT402A</b>	Implement operational plans
<b>BSBOHS407A</b>	Monitor a safe workplace
<b>BSBWOR402A</b>	Promote team effectiveness
<b>BSBINM401A</b>	Implement workplace information system
<b>BSBCMM401A</b>	Make a presentation
<b>BSBRSK401A</b>	Identify risk and apply risk management processes
<b>BSBINN301A</b>	Promote innovation in a team environment
<b>BSBWRT401A</b>	Write complex documents
<b>BSBADM405B</b>	Organise meetings
<b>BSBITU401A</b>	Design and develop complex text documents
<b>BSBADM406B</b>	Organise business travel

See [www.training.gov.au](http://www.training.gov.au) for more information

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