

INFORMATION DAY

Tuesday 22nd January 2008
12.30 - 2.30pm

COURSE DATES

Monday 9.30am - 3.00pm
4th February to 1st December
(no classes are held public holidays)

Course Cost \$1500

Plus registration and text approx \$150

Also available to improve your job skills

First Aid Level II
First Aid - CPR

Certificate II in Business

Certificate III Business

Food Hygiene Training
Basic and Supervisory

Computer Training

Language and Literacy Tuition

Certificate III in Home & Community Care

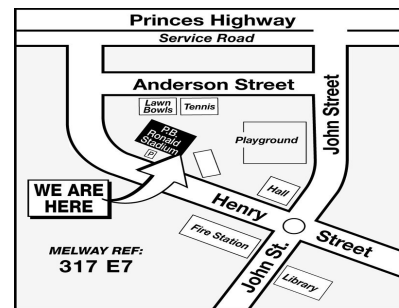
Certificate III in Aged Care Work

Certificate III in Disability Work

Certificate IV in Disability Work

Mission Statement

Living and Learning in Cardinia
is committed to providing
learning opportunities in a
caring, professional supportive
community environment, which
contributes to the economic,
social and cultural development
of individuals and the
community.



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Reg. No. A0019009A

**LIVING AND LEARNING
INCORPORATED**



Certificate IV in Business

Small Business Management

BSB 40401

Nationally Recognised Training



**Living
learning**
Pakenham

6B HENRY STREET
P.O. BOX 457

TEL: 5941 2389

CERTIFICATE IV in Business (Small Business Management)

During this one year course learn how to research business opportunities, write up a business plan, promote your business, make a presentation, understand your legal obligations, plan and manage finances.

Turn your business into a reality.

Computer and some business knowledge are a prerequisite for this course.

The Certificate IV course has a considerable homework load. Please note that computers are accessible to students by appointment.

Successful completion requires a minimum of 10 Units. 8 Small Business Management Business Units and 2 elective units as listed.

ASSESSMENT

All assessment will be based on the principles of competency - based training and assessment. Appropriate assessment tasks may include role plays, compilation of a personal portfolio or written assessments.

RECOGNITION OF PRIOR LEARNING

Applicants can apply for relevant work experience and prior informal learning obtained through training and education, to be assessed by an RPL process. Students should notify of their intention to apply for RPL. A fee will apply.

CERTIFICATION

Upon satisfactory completion of course qualification requirements, students will be issued a Certificate or Statement of Attainment

COURSE UNITS

BSBSBM301A

Research business opportunities

Investigate and research to ascertain the opportunities available and the feasibility of a business opportunities

BSBSBM401A

Establish business and legal requirements

Identify and comply with business, legal and administrative requirements

BSBSBM402A

Undertake financial planning

Research and develop an integrated business plan for achieving business goals and objectives

BSBSBM403A

Promote the business

Develop and implement marketing strategies. Monitor and improve market performance

BSBSBM404A

Undertake business planning

Research and develop an integrated business plan for achieving business goals and objectives

BSBSBM406A

Manage finances

Implement, monitor and review strategies for day-to-day and ongoing financial management of the business

BSBSBM407A

Manage a small team

Plan and manage staff selection, induction, training and team development, industrial relations, staff records, all to enhance business operations.

BSBMKG407A

Make a presentation

Prepare a presentation strategy to match the characteristics of the target audience.

BSBCMN411

Monitor a safe workplace

Implement and monitor the organisation's Occupational Health and safety policies, procedures and programs.

BSBADM402A

Produce complex business documents

Design and develop business documents using complex technical features of word processing and spreadsheets to complete a professional Business Plan

Course content subject to change

BOOKINGS ESSENTIAL

5941 2389

Student Handbook Available

upon Registration

Why do Certificate IV Small Business Management at LLINC?

Small classes
Family friendly hours
Experienced tutor
Nationally Recognised Training