

# MCI Achieve's Certificate IV Course Catalogue: Empower Your Future

Unlock your potential with MCI Achieve's diverse range of Certificate IV courses! Tailored for practicality and excellence, our nationally recognised programmes cater to various career goals.

Explore online courses in accounting, business, human resources, leadership, project management, and work health and safety to match your career aspirations.



### **FNS40222 Certificate IV in Accounting and Bookkeeping**

Jumpstart your accounting career, validate your skills, or prepare for university. Gain essential accounting principles and practical skills for roles in accounts, payroll, or bookkeeping. This qualification provides a solid entry point into the financial services sector, equipping you with the knowledge and skills to thrive.

### **BSB40120 Certificate IV in Business**

Elevate your business career with a nationally recognised qualification. Suitable for roles with a business service component, this course hones your ability to solve business problems, manage personal and professional priorities, and lead teams effectively. Learn to build sustainable business relationships, manage risks, and coordinate operational plans.

### **BSB40120 Certificate IV in Business (Administration)**

Specialise in administration with advanced business administration skills, preparing you to stand out in any business service role. Learn to organise meetings, implement information systems, write complex documents, administer projects, and coordinate business resources.

### **BSB40120 Certificate IV in Business (Operations)**

Gain a competitive edge by developing operational practices, solving problems, and ensuring quality control. Learn to apply critical thinking, implement communication strategies, coordinate recruitment, develop business plans, and manage risks.

### **BSB40420 Certificate IV in Human Resource Management**

Enhance your HR skills to support employees, manage workplace relationships, recruit candidates, and implement policies and procedures. This qualification prepares you for HR roles in organisations of all sizes, where effective interpersonal and administrative skills are in demand.

### **BSB40520 Certificate IV in Leadership and Management**

Become an emerging leader by developing skills to communicate effectively, create productive work environments, and achieve business goals. Learn to manage priorities, undertake project work, and apply risk management practices, shaping yourself into a leader who makes a difference.

### **BSB40920 Certificate IV in Project Management Practice**

Master project management with practical skills to manage projects from inception to completion. Learn to define project scope, time, and quality, and apply critical thinking to risk, cost, and procurement management. Prepare to lead projects efficiently and effectively.

### **BSB41419 Certificate IV in Work Health and Safety**

Ensure workplace safety by learning to prevent risks, reduce compensation premiums, and maintain compliant work environments. This qualification prepares you for a variety of safety roles across industries, emphasising the importance of a safe and productive workplace.

# Ignite Your Career Journey with MCI's courses!

**100% Online Learning:** Study anytime, anywhere.

**Course Price:** \$1,080 for the full course.

**Course Duration:** 12 months.

**Access to Expert Mentors:** Skilled mentors are available for guidance and support.

**User-Friendly Materials:** Our learning resources are straightforward and practical, helping you apply skills immediately in the workplace.

**Nationally Recognised Qualifications:** As a Registered Training Organisation (RTO), our certifications guarantee employers of your job-ready skills.

**Embark on an exciting new chapter of learning with MCI Achieve! Your future success starts here.**

**To enrol, please contact us.**

