

Our Vision.

At AIM our vision is to be nationally recognised as one of the leading RTOs in the delivery of education.

Our Mission.

Our mission is to provide better education that exceeds that of our competitors.

Show honesty by our excellence in delivering to our students the necessary abilities and knowledge to achieve their goals.

We strive to have a strong and reputable relationship with professionals and industry.

Academic Institute of Melbourne Pty Ltd
Suite 112/44 Hampstead Road,
Maidstone, Victoria, 3012



ACADEMIC INSTITUTE
OF MELBOURNE

YOUR FUTURE IS IN OUR HANDS



**ACHIEVE
INSPIRE
MOTIVATE MINDS**



At the Academic Institute of Melbourne our motto is, we care about your education and we will make the utmost effort to make your stay at AIM a successful one. Our ambition is to achieve our goals and in turn grow profitably to provide our students with the best education possible.

We are committed to contribute & collaborate with our community, industry and business community providing our students with the development in a positive working environment.

Fees

Instalments will be possible in weekly or fortnightly payment arrangements in the form of cash, credit card, bank transfer or cheque. Tuition fees payable to Academic Institute of Melbourne for the Certificate IV in Business is \$5,000.

Values

Our values are a measure of what ties together individuals from all walks of life. Our values shall be abundant in all staff and be evident on a daily basis through the activities undertaken at the institute.

Our success relies on such values as:

Courage/Fearless
Achievement/We deliver
Respect
Integrity
Transparency
Students First
Investment in Employees

Course Offered

Code: BSB40215

Title: Certificate IV in Business

Nominal Duration (Weeks): 52

Total Core Hours: 530

Minimum Contact Hours Per Week: 20

Code	Title
Core	
BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements
Electives	
BSBCUS402	Address customer needs
BSBFIA402	Report on financial activity
BSBEBU401	Review and maintain a website
BSBIPR403	Protect and use brands and business identity
BSBITU401	Design and develop complex text documents
BSBITU402	Develop and use complex spreadsheets
BSBMKG414	Undertake marketing activities
BSBPMG522	Undertake project work
BSBRSK401	Identify risk and apply risk management processes

Career Opportunities

Administrators and Project Officers.

Key Offerings

In this role, individuals use well-developed skills and a broad knowledge base to apply solutions to a defined range of unpredictable problems and analyse information from a variety of sources. They may provide leadership and guidance to others with some limited responsibility for the output of others.

The program will be delivered on campus and will be Face-to-Face delivery.

Courses are available to VCE graduates, mature age students, business owners and professionals in the industry who wish to undergo updated training.

Location



Contact us

Academic Institute of Melbourne Pty Ltd

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Maidstone, Victoria, 3012.

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