



FACULTY OF BUSINESS



NATIONAL CODE: BSB40120

## CERTIFICATE IV IN BUSINESS

Manage projects and solve complex problems with a Certificate IV in Business. This course will teach students to use well-developed skills and a broad knowledge base to solve unpredictable problems and analyse information from a wide variety of sources.

### CAMPUSES

BRISBANE

EIGHT MILE PLAINS

GOLD COAST

HOBART

SANDY BAY

### OVERVIEW



**INTAKES**  
Flexible



**DURATION**  
26 weeks



**INDUSTRY PLACEMENT**



**INTERNATIONAL STUDENTS**  
No



**CRICOS CODE:**

**16**

**CONTACT HOURS**  
0



Entirely Online (Self-study)

Want to get a start in  
business?  
You need training.

Watch the Video



### NATHANIEL

Graduate Certificate In Leadership Diversity

From our trainer Rudy to the fantastic online resources, super engaging lectures and the outstanding guest speakers – plus the 24/7 student support – there's literally no better place to study. It's incredible.

## CERTIFICATE IV IN BUSINESS





This qualification is suited to those working as administrators and project officers. 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.

This course has a minimum of 15 supervised scheduled face to face course contact hours on campus per week as well as 5 distance / online education hours per week. This comes to a total of 20 hours per week. Students are also required to undertake reading, activities, research, assessments and homework.

## What You'll Learn

- implement and monitor WHS policies
- procedures and programs
- coordinate business resources
- undertake project work
- developing and using complex text documents and spreadsheets (Elective units)
- making presentations (Elective units)
- reporting on financial activity (Elective units)

## Career Outcomes

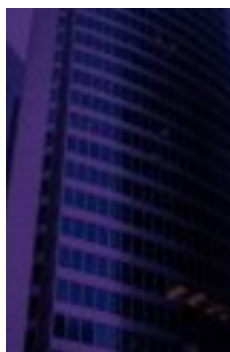


## Rhodes works with industry leaders



## Interested in Studying?

Here's what our students think.



Nathaniel

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## INTAKE DATES

## TUITION FEES ()

Course Name	Course Duration	Campus Availability	Intakes
Certificate IV in Business	26 weeks	\$0 BNE EMP EMP HBA SBY	Flexible

## ENTRY REQUIREMENTS

AGE	GRADE	IELTS
16	10	4.5

### ■ AGE

Minimum age of 16 years

### ■ EDUCATION & EXPERIENCE REQUIREMENTS

Year 10 Australian Senior High School Certificate, or equivalent (e.g. completion of Year 12 or High School in the students home country) with full academic results.

### ■ ENGLISH LANGUAGE

Lower-Intermediate English (equivalent to 4.5 academic or general IELTS)

### ■ REQUIRED IDENTIFICATION

Photo ID and evidence of citizenship (international students must provide copy of passport)

### ■ COMPUTER SKILLS & EQUIPMENT

Students on this course require computer access for learning purposes and to complete course assessments. As such, learners must have beginner/intermediate computing skills including use of Microsoft Office programmes, in addition to hardware requirements of a desktop or portable computer with keyboard, pointing device, speaker, web camera and microphone, and a broadband internet connection.

### ■ FURTHER INFORMATION

Students who are unable to meet the academic or English language criteria may in some cases be eligible to undertake our Language, Literacy & Numeracy (LLN) test. Criteria may change at any time without notice. Additional English language requirements may apply to international applicants from non-English speaking backgrounds wishing to articulate on a visa package into a university programme.

## BRISBANE COURSE TRAINERS

## BRISBANE & FACILITIES

### YOUR CAMPUS

### SESSION LOCATIONS

## EIGHT MILE PLAINS COURSE TRAINERS

### EIGHT MILE PLAINS & FACILITIES

#### YOUR CAMPUS

#### SESSION LOCATIONS

## GOLD COAST COURSE TRAINERS

### GOLD COAST & FACILITIES

#### YOUR CAMPUS

#### SESSION LOCATIONS

## HOBART COURSE TRAINERS

### HOBART & FACILITIES

#### YOUR CAMPUS

#### SESSION LOCATIONS

## SANDY BAY COURSE TRAINERS

### SANDY BAY & FACILITIES

#### YOUR CAMPUS

## SESSION LOCATIONS