



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 CAMPUS (ADELAIDE STREET 2)

GOLD COAST SOUTHPORT CAMPUS

OVERVIEW



INTAKES
Monthly



DURATION
52 weeks



INDUSTRY PLACEMENT



INTERNATIONAL STUDENTS
Yes



CRICOS CODE:
105196K



CONTACT HOURS
20



Entirely On-Campus

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

Watch the Video



THIS COURSE ARTICULATES OR PACKAGES WITH THE FOLLOWING UNIVERSITIES:



NATHANIEL

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

About this Course:

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.

What You'll Learn

- Implement and monitor WHS policies.
- Coordinate resources and manage projects.
- Develop and use complex documents and spreadsheets.
- Present and report on financial activity.
- Use digital technologies for collaboration.
- Build business relationships and manage risk.

Career Outcomes

PERSONAL ASSISTANT

OFFICE ADMINISTRATOR

SALES ASSISTANT

ASSISTANT RECORDS MANAGER

CUSTOMER SERVICE ASSISTANT

ADMINISTRATOR

We work with Industry Leaders



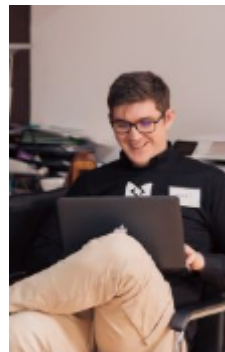
Interested in Studying?

Here's what our students think.



Zhang Jing

An effective teacher is one who directs, facilitates and manages the students' learning process. Da Teng is one of them. I like his flexible teaching style, positive belief in the ability to solve translating problems, willingness and motivation to listen and caring for students.



Rob Manz

I'm very happy with the service and education Charlton Brown provided! Alvin's teaching was fun, creative and entertaining. He likes to talk about trending topics in the class. He's also fast at answering any questions.

INTAKE DATES

2024

DECEMBER

Monday, 02nd

2025

JANUARY

Monday, 06th

FEBRUARY

Monday, 03rd

MARCH

Monday, 03rd

APRIL

Monday, 28th

MAY

Monday, 19th

JUNE

Monday, 16th

JULY

Monday, 14th

AUGUST

Monday, 04th

SEPTEMBER

Monday, 01st

OCTOBER

Monday, 13th

NOVEMBER

Monday, 10th

DECEMBER

Monday, 01st

TUITION FEES (DOMESTIC / PERMANENT RESIDENT)

Course Name	Course Duration	Domestic / Permanent Resident	Campus Availability	Intakes
Certificate IV in Business	52 weeks	\$3,500	BNE2 GLD	Monthly

ENTRY REQUIREMENTS

AGE	GRADE	IELTS
16	10	5.0

■ AGE

Minimum age of 16 years or turning 16 years old prior to commencement of the course

■ 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**

Intermediate English (equivalent to 5.0 academic or general IELTS) or successful completion of college LLN Test

■ **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.

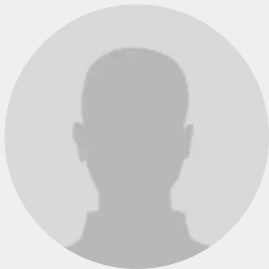
■ **ADDITIONAL REQUIREMENTS**

Specific Updates to English Language Requirements for Student Visas
 General Student Visa: The minimum IELTS score has increased from 5.5 to 6 (or equivalent).
 Packaged ELICOS: The minimum IELTS score to undertake a packaged English Language Intensive Courses for Overseas Students (ELICOS) program has increased from 4.5 to 5.0.

■ **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. Students must be able to (and are required to) enrol, participate, demonstrate progression-of, and complete this course.

BRISBANE CAMPUS (ADELAIDE STREET 2) COURSE TRAINERS



Kylie Ma

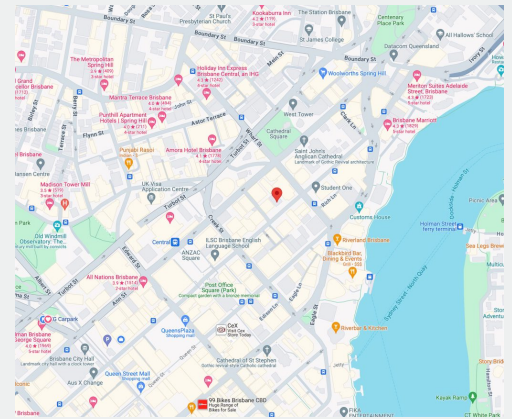
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BRISBANE CAMPUS (ADELAIDE STREET 2) & FACILITIES

YOUR CAMPUS

Charlton Brown is proud to introduce its latest campus located at 316 Adelaide Street, Brisbane, a state-of-the-art facility designed to provide students with an unparalleled learning experience. Situated in the heart of Brisbane's bustling city center, this modern campus is not just a place of learning but a hub of innovation and professional development. 316 Adelaide Street is more than just its physical amenities; it's located in a vibrant area surrounded by cafes, parks, and cultural sites, providing students with a rich urban experience. The campus is easily accessible by public transport, making it convenient for students

traveling from various parts of the city. Charlton Brown's new campus reflects our commitment to providing high-quality education in an environment that inspires and motivates. It's a place where students can learn, grow, and prepare for successful careers in their chosen fields.



[316 Adelaide Street, Brisbane](#)

SESSION LOCATIONS



BRISBANE CENTRE 2 ROOM 1

**BNE
CTR2**

PROJECTOR

MULTIMEDIA WALL

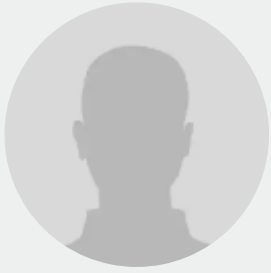
LECTURE SEATING

NIET Group Brisbane Centre #2 is our second home in Brisbane's CBD, hosting our award-winning Business and IT Faculties. Room 1 includes cutting edge training facilities and dynamic fittings.

[VIEW IN MAP](#)



GOLD COAST SOUTHPORT CAMPUS COURSE TRAINERS



Duncan Morgan

GOLD COAST SOUTHPORT CAMPUS & FACILITIES

YOUR CAMPUS

Nestled along Queensland's most iconic coastline, our Gold Coast Centre is a study and recreation paradise, just minutes from the surf, gigantic shopping malls & a wealth of attractions.



1 Nerang Street, Southport

SESSION LOCATIONS



GOLD COAST ROOM 5

GLD
CST

PROJECTOR

MULTIMEDIA WALL

LECTURE SEATING

NIET Group Gold Coast Centre is our coastal centre of excellence, with light-filled spacious rooms nestled along the vibrant Queensland Coastline.

[VIEW IN MAP](#)

