

FACULTY OF BUSINESS



BSB40215 CERTIFICATE IV IN BUSINESS

ABOUT OUR FACULTY OF BUSINESS



Imagine Education Australia's Faculty of Business delivers training in a wide variety of specialist areas including business, management, administration, and marketing and communication. Courses are offered from Certificate III level through to Advanced Diploma level. Our highly-skilled trainers are committed to providing our students the best and most up-to-date training in their chosen area of this dynamic field. At Imagine our aim is to give our Faculty of Business students the tools and training to enter the world of business confidently.



STUDENT TESTIMONIAL

"I love how studying at Imagine Education allows me to live on the beautiful Gold Coast! I am learning so much in my classes and I would recommend Imagine's business courses to other international students."

Sandra Wesslen
Sweden
Main Campus

BSB40215 CERTIFICATE IV IN BUSINESS



COURSE CODE:

CRICOS CODE:

COURSE LENGTH:

CAREER OUTCOMES:

ARTICULATION PATHWAY:

CAMPUS:

BSB40215

0869276

24 weeks

Administrator; project officer

Diploma of Management; Diploma of Business Administration; Diploma of Marketing;
Diploma of International Business; Advanced Diploma of Business

Main Campus, Brisbane Campus

OVERVIEW

Furthering your business studies by choosing Imagine Education’s Certificate IV in Business, you open yourself up to a range of specialist career opportunities including project officer and executive administration assistant. Over 24-weeks you will learn the skills to work in a range of business environments, and you will learn how to provide leadership and guidance in relation to specific technical knowledge and skills.

You will learn a number of important skills including; how to implement and monitor work health and safety policies and procedures; how to organise meetings; how to implement customer service standards; how to design and develop complex text documents; and how to maintain websites and business technology.

ENTRY REQUIREMENTS

Students need to be 15 years old and are required to have reading, writing and comprehension skills equivalent to Year 10 pass level to successfully complete the Certificate level courses.

Overseas students English Proficiency Level will be tested prior to the commencement of Vocational Education and Training Courses. Imagine Education Australia requires an IELTS 5.5 with no band less than 5, or equivalent (as determined by Imagine Education Australia).

Should you feel you may not possess these literacy skills or have not completed a formal leaving certificate please contact us to discuss support arrangements.

TIMETABLE

	TUTORIAL DAY	RESEARCH DAY	DISTANCE EDUCATION
GOLD COAST	Tuesday 8:30am – 4:30pm	Day to be determined by your trainer; Monday or Wednesday – Friday 8:30am – 4:30pm	5 hours per week
BRISBANE	Tuesday 8:30am – 4:30pm	Day to be determined by your trainer; Monday or Wednesday – Friday 8:30am – 4:30pm	5 hours per week

* Please note, course timetables are subject to change

2020 ACADEMIC CALENDAR

BSB40215 Certificate IV in Business
GOLD COAST

- Start Dates
- Holidays / Public Holiday
- Review

JANUARY						
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2020 ACADEMIC CALENDAR

BSB40215 Certificate IV in Business
BRISBANE

- Start Dates
- Holidays / Public Holiday
- Review

CONTACT US



MAIN CAMPUS

+617 5552 0900
13 BENOWA ROAD
SOUTHPORT QLD 4215

SOUTHPORT CENTRAL CAMPUS

+617 5571 1122
BUILDING 3F, 9 LAWSON STREET
SOUTHPORT QLD 4215

ASHMORE CAMPUS

+617 5586 2244
151 CURRUMBURRA ROAD
ASHMORE QLD 4214

BRISBANE CAMPUS

+617 5521 0595
LEVEL 2, 170 LEICHHARDT STREET
SPRING HILL QLD 4000

WOOLLOONGABBA CAMPUS

12 ANNERLEY ROAD
WOOLLOONGABBA QLD 4102

EMAIL

info@imagineeducation.com.au

WEBSITE

WWW.IMAGINEEDUCATION.COM.AU

OUR COURSES

ENGLISH COURSES

056501E General English; 1 – 60 weeks
056499E IELTS Preparation; 1 – 12 weeks
057239F Young Learners English Program; 1 – 40 weeks
056502D High School Preparation; 60 weeks

BUSINESS, MARKETING & ACCOUNTING COURSES

BSB30115 Certificate III in Business; 22 weeks
BSB40215 Certificate IV in Business; 24 weeks
BSB42415 Certificate IV in Marketing and Communication; 32 weeks
BSB50215 Diploma of Business; 28 weeks
BSB50415 Diploma of Business Administration; 23 weeks
BSB51918 Diploma of Leadership and Management; 36 weeks
BSB52415 Diploma of Marketing and Communication; 32 weeks
BSB60215 Advanced Diploma of Business; 30 weeks
BSB61015 Advanced Diploma of Leadership and Management; 32 weeks
BSB61315 Advanced Diploma of Marketing and Communication; 32 weeks
FNS40217 Certificate IV in Accounting and Bookkeeping; 32 weeks
FNS50217 Diploma of Accounting; 29 weeks
FNS60217 Advanced Diploma of Accounting; 36 weeks

AUTOMOTIVE COURSES

AUR30616 Certificate III in Light Vehicle Mechanical Technology; 60 weeks
AUR40216 Certificate IV in Automotive Mechanical Diagnosis; 36 weeks

CHILD CARE COURSES

CHC30113 Certificate III in Early Childhood Education and Care; 28 weeks
CHC50113 Diploma of Early Childhood Education and Care; 32 weeks

COMMUNITY SERVICES COURSES

CHC33015 Certificate III in Individual Support (Ageing, Home and Community); 27 weeks
CHC43015 Certificate IV in Ageing Support; 39 weeks
CHC43015 Certificate IV in Ageing Support (upgrade); 39 weeks

FITNESS COURSES

SIS30315 Certificate III in Fitness; 36 weeks
SIS40215 Certificate IV in Fitness; 36 weeks

HOSPITALITY COURSES

SIT30616 Certificate III in Hospitality; 40 weeks
SIT30816 Certificate III in Commercial Cookery; 40 weeks
SIT40516 Certificate IV in Commercial Cookery; 25 weeks
SIT50416 Diploma of Hospitality Management; 56 weeks
SIT50416 Diploma of Hospitality Management (Commercial Cookery) (upgrade); 27 weeks
SIT60316 Advanced Diploma of Hospitality Management; 51 weeks

Cricos Provider No. 02695C
National Provider No. 31302
Imagine Education Australia Pty Ltd
Investing in imaginations

The information in this course guide was correct at time of printing
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