



**THE EAGLE
ACADEMY**

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CRICOS NO 02480G, RTO No 30895

CERTIFICATE IV IN BUSINESS

COURSE CODE: BSB40215

CRICOS COURSE CODE: 086911E



NATIONALLY
RECOGNISED
TRAINING



Proud to be a Queensland Government
subsidised training provider



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.

COURSE INFORMATION

Campus:

Brisbane and Gold Coast

Duration:

12 months
40 weeks tuition +
12 weeks holiday)

Mode of Study:

- Blended: Face to face and distance education.
- International students are expected to study 20 hours per week (13.5 hours on campus and 6.5 hours distance education).

Start Date:

Any Monday of the academic calendar

Course Fee:

- Please contact us for information on our prices and payment options.
- See our website for current specials.

Pre-requisites

- English to an "pre-intermediate" level
- Completion of Year 10 (Australia), or equivalent.
- Students can apply for Recognition of Prior Learning, or Direct Credit if eligible.

For more information contact:
info@eagleacademy.com.au
or visit:
www.eagleacademy.com.au

Units:

Self-Paced: Complete 10 units to gain the Qualification

BSBCUS402	Address customer needs
BSBSMB401	Establish legal risk management requirements of small business
BSBRSK401	Identify risk and apply risk management processes
BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements
BSBCMM401	Make a presentation
BSBSMB403	Market the small business
BSBADM405	Organise meetings
BSBSMB402	Plan small business finances
BSBMKG413	Promote products and services
BSBSMB404	Undertake small business planning

English Support: Complete 10 units to gain the Qualification

BSBCUS402	Address customer needs
FSKOCM007	Interact effectively with others at work
BSBRSK401	Identify risk and apply risk management processes
BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements
BSBCMM401	Make a presentation
BSBADM405	Organise meetings
FSKWTG009	Write routine workplace texts
BSBMKG413	Promote products and services
FSKRDG010	Read and respond to routine workplace information
FSKOCM008	Use oral communication skills to facilitate workplace negotiations

Inclusions:

This course is available as a self-paced / flexible timetable option or with Extensive English Support for those students with limited English ability:

Self-Paced Option

- Suits domestic students or Visa students with a good English level.
- We offer a range of times to attend sessions including tuition, where you will be supervised and assisted to work through your course at a pace that suits you.

Extensive English Support Option

- Suits students needing to improve their English so they may succeed in the course, and as an advantage in the international business sector on returning home, where English is not the first language.
- Students have a slightly varied set of units focusing on better Business English.
- Students can also choose up to 7 hours per week of English support at no additional cost.

Assessment Methods:

This course is assessed using a combination of written assessments and practical skills observations.

International Students

Education agents can act on our behalf to recruit students. This course has no attendance monitoring requirements. Progress is monitored for visa compliance purposes. Contact us for more information.