

Certificate IV in Business Administration

BSB40515

ADVANCED BUSINESS ADMINISTRATION SKILLS TO DEVELOP YOUR ADMINISTRATION SKILLS AND CAREER OPPORTUNITIES

The Certificate IV in Business Administration will develop your advanced administrative, business writing and Microsoft Office application skills. Elective choices allow you to choose subjects that suit your career goals, whether that be to develop marketing or networking skills, or team leadership skills for those seeking to move into an office managers role.

Opening Opportunities

This course will further develop your existing skills in word processing, desktop publishing or spreadsheets to an advanced level. A wide range of electives allow you to focus specifically on other office administration skills that interest you, like marketing, service delivery, risk management and sustainability.

Subject Choices 2 - 4 electives are required (depending on subjects chosen)

- Meetings and Business Travel
- Write Complex Business Documents
- Word Processing - Advanced
- Spreadsheets - Advanced
- Co-ordinate Customer Service Delivery (E)
- Keeping Your Work Team Safe (E)
- Build Client Relationships (E)
- Marketing Promotions (E)
- Implement Operational Plans (E)
- Prioritising to Achieve Team Goals (E)
- Desktop Publishing - Advanced (E)
- More electives available

Key Course Facts



Start and study anytime



24/7 access to courses



Dedicated student adviser

For more details and current fees please visit our [Certificate IV in Business Administration](#) page.