

Certificate IV in Business

BSB40120

EXPAND YOUR BUSINESS CAREER OPTIONS WITH THE SKILLS KEY TO LONG TERM BUSINESS SUCCESS

Build on your existing business skills with the Certificate IV in Business. Ensure that you have the necessary customer service management and client relationship skills to be successful in your chosen industry. You will also master the techniques behind critical and creative thinking, professional development, business writing and safety management.

Diversify Your Business Skills

Diversify your business skills by taking subjects in marketing, leadership, administration or human resources. The list goes on! The Certificate IV in Business gives you the flexibility to be able to focus on subject areas that YOU want to learn about. If there are subjects you would like to do, but they are not listed, do not hesitate to get in touch.

Subject Choices Select 1 elective

- Professional and Effective Work Practices
- Making and Communicating Good Business Decisions
- Building Strong Customer Relationships
- Mid Course Activity
- Develop Strong Business Writing Skills
- Implementing Effective Safety Procedures
- Organise Meetings (E)
- Exercising Good Leadership (E)
- Advanced Word Processing (E)
- Advanced Spreadsheets (E)

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](#) page.