



Certificate IV in Business (Business Operations)

BSB40120

EXPAND YOUR BUSINESS CAREER OPTIONS WITH THIS COMPREHENSIVE PROGRAM

Build on your existing business skills with the Certificate IV in Business (Business Operations). Ensure that you have the necessary customer service management and communication 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.

Marketing and Operational Planning Focus

As a special focus under Business Operations you will also develop your marketing and operational planning skills.

Subject Choices

- Manage Work Priorities and Personal Wellbeing
- Making and Communicating Good Business Decisions
- Building Strong Customer Relationships
- Mid Course Activity
- Develop Strong Business Writing Skills
- Implementing Effective Safety Procedures
- Marketing Business Products and Services

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 \(Business Operations\)](#) page.