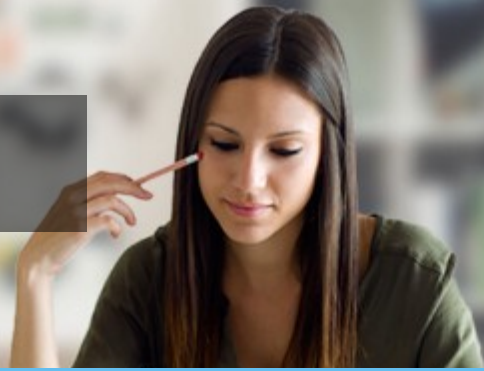


Certificate IV in Business

BSB40215



EXPAND YOUR BUSINESS CAREER OPTIONS WITH A WIDE CHOICE OF BUSINESS SUBJECTS

Build on your existing office skills with the Certificate IV in Business. Ensure that you have the necessary safety and customer service management skills and also enjoy the widest choice of business subjects and electives possible. This creates a learning platform that can suit any combination of business skills needed and match your interests.

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 3 - 6 Electives are required (depending on subjects chosen)

- Co-ordinate Customer Service Delivery
- Keeping Your Work Team Safe
- Build Client Relationships (E)
- Write Complex Business Documents (E)
- Word Processing - Advanced (E)
- Meetings and Business Travel (E)
- Risk Management Fundamentals (E)
- Marketing Promotions (E)
- Spreadsheets - Advanced (E)
- Implement Sustainability (E)
- Participate in Networking Events (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](#) page.