



# Certificate IV in Business

National ID: BSB40215 | State ID:AVV9

## **Do you want a career among tomorrow's business leaders?**

When you complete the Certificate IV in Business you will have a practical foundation to take you into a number of business and corporate careers: office management, start-up business planning and marketing, and customer service.

You will gain the skills and knowledge to manage customer needs and feedback, develop and promote products and services, and play a supporting role in the recruitment of staff. You will acquire valuable experience in making presentations to groups, working in effective teams, and with workplace health and safety.

## Your qualification prepares you for roles such as:

General Clerk, Clerical Officer, Office Administrator

Further Study Option(s)

Diploma of Business or a range of other Diploma qualifications

[Apply now](#)



## Course Overview



Location	Duration	Competitive	Selection criteria
Busselton	Six months	No	No selection criteria