



# BSB40515 Certificate IV in Business Administration

National ID: BSB40515 | State ID:AVS9

## **Are you ready to organise your career in administration?**

When you complete the Certificate IV in Business Administration you will be set for a career with expanding possibilities: in office management, or business administration.

You will gain the skills and knowledge to manage customer needs and feedback, develop complex documents and spreadsheets, and facilitate smooth workplace communication. 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:**

Completion of the Certificate IV in Business Administration opens up a range of further study options, including specialist business diplomas and it may assist in entry to university. Further Study Option(s) Diploma of Business Administration, Diploma of Business or Diploma of Leadership and Management [Apply now](#)



## Course Overview



Location	Duration	Competitive	Selection criteria
Manjimup	Two semesters	No	No selection criteria