



BSB40215 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

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Course Overview



Location	Duration	Competitive	Selection criteria
Albany	Six months	No	No selection criteria
Busselton	Six months	No	No selection criteria
Esperance	Six months	No	No selection criteria
Margaret River	Six months	No	No selection criteria