



Certificate IV in Business (Business Administration)

National ID: BSB40120 | State ID:AC49

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.

Gain these skills:

- manage customer needs and feedback
- develop complex documents and spreadsheets
- facilitate smooth workplace communication
- make presentations to groups
- work in effective teams
- workplace health and safety

Your qualification prepares you for roles such as:

Office Administrator | Business Administration Officer | Secretary | Personal Assistant | Project Assistant | Project Administrator | Receptionist | Data Entry Operator | Keyboard Operator | Word Processing Operator

Further Study Option(s)

Diploma of Business

Diploma of Leadership and Management

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Course Overview



| Location | Duration | Competitive | Selection criteria |
|----------|--------------|-------------|-----------------------|
| Perth | One semester | No | No selection criteria |



| Location | Duration | Competitive | Selection criteria |
|------------|--------------|-------------|-----------------------|
| Rockingham | One semester | No | No selection criteria |
| Thornlie | One semester | No | No selection criteria |