



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