



Certificate IV in Business

National ID: BSB40120 | State ID: BFR1

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.

Gain these skills:

- manage customer needs and feedback
- develop and promote products and services
- play a supporting role in the recruitment of staff
- make presentations to groups
- work in effective teams
- workplace health and safety

Your qualification prepares you for roles such as:

General Clerk | Clerical Officer

Further Study Option(s)

Certificate IV Business graduates can further their skills in specialist areas such as Business Administration, Big Data or Diploma of Business

[Apply now](#)



Course Overview



Location	Duration	Competitive	Selection criteria
Joondalup (Kendrew Crescent)	One semester	No	No selection criteria
Perth	One semester	No	No selection criteria



Location	Duration	Competitive	Selection criteria
Bentley	One semester	No	No selection criteria
Rockingham	One semester	No	No selection criteria
Thornlie	One semester	No	No selection criteria



Location	Duration	Competitive	Selection criteria
Albany	One semester	No	No selection criteria
Bunbury	One semester	No	No selection criteria
Busselton	One semester	No	No selection criteria
Collie	One semester	No	No selection criteria
Esperance	One semester	No	No selection criteria
Harvey	One semester	No	No selection criteria
Manjimup	One semester	No	No selection criteria