



# Certificate IV in Business (Business Administration)

BSB40120



## ADVANCED BUSINESS ADMINISTRATION SKILLS TO DEVELOP YOUR ADMINISTRATION SKILLS AND CAREER OPPORTUNITIES

Build on your existing administration skills with the Certificate IV in Business (Business Administration). This qualification will ensure that you have the necessary customer service management, safety and workplace communication skills to be successful in your chosen industry.

### Subject Choices

- Manage Work Priorities and Personal Wellbeing
- Making and Communicating Good Business Decisions
- Build Strong Business Relationships
- Implementing Effective Safety Procedures
- Mid Course Survey
- Develop Strong Business Writing Skills
- Organise Meetings
- Co-ordinating Business Resources
- Advanced Word Processing
- Advanced Spreadsheets

### Key Course Facts



Start and study anytime



24/7 access to courses



Dedicated student adviser

For more details and current fees please visit our [Certificate IV in Business \(Business Administration\)](#) page.