

Your Next Steps in Your Career

BSB40120

Certificate IV in Business (Business Administration)

Course Details

Course Code:
BSB40120

Duration:
6-12 months
(depending on
experience)

Delivery:
Online + Unlimited
Phone Sessions

**Nationally
Recognised:**
Yes

Suitable Roles:

- Young People
- Re-enter the workforce
- career swapping
- admin or HR experience but no formal qualification
- wanting to update skills.



Who is this course for?

This course is for you if you want to gain the essential skills to manage business operations within your organisation. During this course you will learn how to run day-to-day operations smoothly by developing administrative systems, Implementing information management systems, managing business operational plans and undertaking project work to help support you in a variety of business roles.

Where can this course take you?

This business course could be the key to solve your current career frustrations and assist you to advance your career across a wide range of industries. Once completed You will be equipped with:

- Your Certificate IV of Business qualification,
- Letters after your name (Cert IVBus)
- Eligibility for Membership to Professional Associations – eg Australian Institute of Office Professionals
- Move towards an office manager role

"The course was very relevant to my work as a receptionist. My trainer was very helpful and patient with me"

– Elizabeth Tregaskes

*Accurate as 14/03/2025 For the latest information see our webpage.

Get Your Postnominal Today!
CertIVBus

Risk Free Guarantee
Click Here for details.
(gti.edu.au/riskfree)



CONTACT US



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1800 998 500



Website
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Live Chat
gti.edu.au/contact

Here is how to pay the least amount for your **Qualification**

Click to take our FREE FUNDING QUIZ and find out which funding option suits you best.

FUNDING QUIZ

Confused which options may suit you?

Our friendly staff are here to help you out. Give us a call and we will work out the best options for you. Click the button to book a call, or chat to us online.

CONTACT US

Full price of this course is \$5,750. The remaining gap fee of your course can be paid via:

- Payment Plan
- Tax Deductions Available

Call 1800 998 500 for more information



We look forward to working with you!

Units

There are **12 units** in this qualification.

Your units may differ depending if you have credits, if you are completing another qualification also at the same time or if you have chosen different electives.

BSBPEF402

Develop personal work priorities

BSBCRT411

Apply critical thinking to work practices

BSBTWK401

Build and maintain business relationships

BSBXC401

Apply communication strategies in the workplace

BSBPEF401

Manage personal health and wellbeing

BSBWHS411

Implement and monitor WHS policies, procedures and programs

BSBOPS405

Organise business meetings

BSBINS402

Coordinate workplace information systems

BSBOPS401

Coordinate business resources

BSBTEC404

Use digital technologies to collaborate in a work environment

BSBWRT411

Write complex documents

BSBHRM417

Support human resources functions and processes

NEXT STEPS

1

Choose Funding

Complete our Funding Quiz OR Call Us on 1800 998 500 to find out what funding you are eligible for.

2

Enrol!

Meet your Trainer and get started on your course.