

Your Next Steps in Your Career

BSB40120

Certificate IV in Business

Course Details

Course Code:
BSB40120

Duration: 3-12
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 Certificate IV in Business develops your practical skills, and gives you the knowledge and support you need to learn administration, marketing, or customer service.

Designed for busy people, you can study at your own pace and become qualified. With flexibility built in at every stage, you can maintain your work-life balance while building your future and advancing your Career.

Where can this course take you?

With so many people currently looking for new positions, having qualifications in business will help you to stand out from the crowd. This qualification will help you to develop your career in administration or marketing and customer service.

This Certificate IV in Business provides practical skills, knowledge and support so that you can show an employer you have the valuable skills they need.

"The GTI trainers and staff were always available when I called. The course was very self explanatory and very practical I would fully recommend it. I learnt heaps of new skills in business and management".

— Paul Court

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

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CertIVBus

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



CONTACT US



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1800 998 500



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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

BSBWRT411

Write complex documents

BSBWHS411

Implement and monitor WHS policies, procedures and programs

BSBOPS403

Apply business risk management processes

BSBOPS404

Implement customer service strategies

BSBPEF502

Develop and use emotional intelligence

BSBMKG434

Promote products and services

BSBHRM415

Coordinate recruitment and onboarding

BSBCRT411

Apply critical thinking to work practices

BSBTEC404

Use digital technologies to collaborate in a work environment

BSBTWK401

Build and maintain business relationships

BSBXCM401

Apply communication strategies in the workplace

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.