



AUSTRALIAN
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RTO #6854



BSB40120

Certificate IV in Business

Course Overview:

BSB40120 - Certificate IV in Business is a nationally recognised course that provides participants with the skills and knowledge required to excel in a range of business roles. The course covers a variety of topics related to business operations, business administration, leadership, and financial administration.

Entry requirements:

- ▶ There are no entry requirements for this qualification. You can enrol today.
- ▶ This course is offered as a Traineeship and Smart and Skilled Funded Program. Enquire today to check the eligibility requirements.

Learning outcomes:

The course is designed to help you develop a range of skills and knowledge that are essential for success in the business world. Some of the key learning outcomes of the course include:

- ▶ Developing strong leadership and management skills
- ▶ Developing the ability to provide exceptional customer service and build strong relationships with customers
- ▶ Learning how to use digital technologies to communicate in the workplace and complete business tasks
- ▶ Understanding how to establish and maintain business relationships
- ▶ Learning to draft complex documents and creating presentations
- ▶ Learning to communicate effectively with colleagues and seniors
- ▶ Developing critical thinking and making decisions in the workplace

Course outcomes:

Upon successful completion of the course, you will receive a nationally recognised qualification that will help you advance your career in the business world. The course will provide you with the skills and knowledge necessary to take on more senior roles in a range of business environments. Potential career pathways include roles like personal assistant, administration supervisor, office supervisor, clerical supervisor, reception manager, administration coordinator, project administrator, office coordinator, administration assistant, office administrator, secretary and office team leader.



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Course Details:

The BSB40120 - Certificate IV in Business is a comprehensive course covering a range of business operations topics. The course is divided into a series of units, including both core and elective units. The course is designed to be flexible, allowing you to choose electives that align with your career goals or organisational needs.

Total Number of Units = 12 | 6 Core units plus | 6 elective units | Course Duration: 12 months

The course is designed to be completed in 12 months, with the flexibility to complete it at your own pace. The duration of the course may vary depending on your individual circumstances and the mode of delivery..

Delivery modes:

We offer a range of delivery modes to suit your individual needs, including online, face-to-face, and blended learning. Our online learning platform provides you with the flexibility to complete the course at your own pace, while our face-to-face and blended learning options provide you with the opportunity to interact with your peers and gain valuable practical experience.

Assessments:

Participants undertaking this course must complete a variety of assessments for each accredited unit as part of their competency evaluation and evidence-gathering process. Assessments can include activities, knowledge tests, workplace-related projects, workplace observations, role plays and supervisor sign-offs.

Your experience counts:

At ASTC, we recognise your previous study and work experience. You can apply for recognition of prior learning or a credit transfer with any of our courses. If you are successful, you will be able to get your qualification faster.

Pathways:

Upon completion of the BSB40120 - Certificate IV in Business, you may choose to continue your education and undertake further studies by enrolling in a higher-level course, such as the Diploma of Business or the Advanced Diploma of Business. These courses will provide you with the advanced skills and knowledge necessary to take on more challenging and rewarding roles in the business world.



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