

BSB40120 Certificate IV In Business (Administration) Course Overview

Vanguard Business Education
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www.vanguardbusinesseducation.edu.au

BSB40120 Certificate IV In Business (Administration)

Looking to expand your career horizons? Look no further than the Certificate IV in Business (Administration)! With a focus on core foundation skills and knowledge, this versatile course can open doors in a variety of administrative roles across a range of industries. At Vanguard Business Education, we deliver engaging and relevant learning content completely online, with experienced trainers on hand to support you every step of the way. And the best part? A Cert IV in Business can set you on the path to further studies and career growth. So why wait? Take the first step towards a brighter future today with Vanguard Business Education. With so many businesses in need of administrative support, a Cert IV in Business is a surefire way to stand out in the job market. Plus, with the flexibility of online learning, you can study at your own pace and on your own terms. Our experienced trainers are not only business pros, but skilled educators who are committed to helping you succeed. So whether you're looking to kickstart your career or take it to the next level, the Certificate IV in Business (Administration) is the perfect place to start. Don't let your career opportunities pass you by – enroll with Vanguard Business Education today!

Welcome To Vanguard Business Education

At Vanguard Business Education, we believe in people. We believe that everyone has the potential to succeed, and we are here to help them do just that. Our customised business skills training and personal development programs are designed to refresh skills, build confidence and motivate individuals to reach their full potential. Since 2006, we have been experts in our field, developing systems and courses with sustainable outcomes for our clients. We know that one size does not fit all, which is why we tailor our programs to meet the specific needs of each individual or organisation we work with. Our team of experienced trainers are passionate about what they do, and they bring that energy and enthusiasm to every training session. We understand that investing in training can be a big decision, which is why we offer flexible payment options to make it more accessible. Our clients have seen real results from our programs, from increased productivity and profitability to improved team morale and communication. We are committed to ongoing support and follow-up, to ensure that our clients continue to see the benefits of our training long after the program has ended. At Vanguard Business Education, we are not just a training provider, we are a partner in your success. Let us help you unlock your potential and achieve your goals.

Our Philosophy

We understand that your investment in us is not just about money, it's about your future success. That's why we work diligently to ensure that every student receives the individual attention they need to achieve their goals. Our approach is simple, yet effective. We push our students to excel, but we also provide the resources they need to succeed. From expert tutors to state-of-the-art facilities, we spare no expense in helping our students reach their full potential. But we don't just stop there. We also work to build our students' confidence and self-esteem. We believe that a healthy self-image is key to achieving success in any field. We're passionate about what we do and it shows. Our students consistently report feeling more confident and prepared than their peers after completing our program. And that's not just our opinion. Our students have gone on to achieve great success in their careers, thanks in part to the education they received from us. We're not just another school. We're a community of like-minded individuals who are dedicated to helping each other succeed. So if you're looking for a school that truly cares about your success, look no further than Vanguard Business Education. We're here to help you achieve your goals and build a brighter future.

- Recognition of Prior Learning (RPL) and Credit Transfer
- Flexible delivery meaning a wide range of options for those with busy lives.
- High-quality learning programs can be tailored to meet the learning needs of each individual. List item #3
- Qualified, industry experienced trainers



Online Learning

This course is offered online, a convenient study option for those with busy lifestyles. Online students are able to study at their own convenience, in the location of their choice while still being supported by dedicated trainers in a virtual classroom environment. As well as providing modern online learning systems, KS Training also offers our online students ongoing assistance through our online facilitator support.

Key Learning Outcomes

Graduates will possess advanced administrative skills and knowledge required for effective office management and coordination of administrative activities.

Students will develop strong communication and interpersonal skills, enabling them to communicate professionally and confidently in various business contexts.

The program equips individuals with technological proficiency, enabling them to effectively utilize software applications and tools commonly used in business administration.



This course is perfect for anyone wanting to become a

1. Administrative officer
2. Executive assistant
3. Project administrator
4. Office coordinator
5. Team leader

Recognition of Prior Learning

RPL will be reviewed on an individual basis by application together with all required supporting documentation. A fee for this assessment is applicable.

Course Title

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Delivery

Online and Face To Face

Course Duration

Up To 18 Months

Course Makeup

Total number of units = 12

6 core units plus

6 elective units

Course Overview

This course is the perfect combination of business and management, designed to help you lead a team with confidence and manage your workload effectively. You'll learn how to establish strong relationships with clients and colleagues alike, and gain the skills to provide guidance and support on projects. Our expert trainers will guide you through every step of the process, ensuring you have the knowledge and tools you need to succeed. With a focus on practical, hands-on learning, you'll be able to put your new skills into practice right away. Whether you're looking to advance your career or start a new one, this course is the perfect way to get ahead. Our flexible learning options mean you can study on your own schedule, and our supportive community will be there to help you every step of the way. So why wait? Sign up today and start your journey to success in business and management. We're confident you'll love our course, but if for any reason you're not satisfied, we offer a 100% money-back guarantee. Don't miss out on this incredible opportunity to transform your career and your life. Enroll now and start your journey to success!

Core Units

- BSBCRT411 Apply critical thinking to work practices
- BSBTEC404 Use digital technologies to collaborate in a work environment
- BSBTWK401 Build and maintain business relationships
- BSBWHS411 Implement and monitor WHS policies, procedures and programs
- BSBWRT411 Write complex documents
- BSBXCM401 Apply communication strategies in the workplace

Elective Units

- BSBPEF402 Develop personal work priorities
- BSBPEF502 Develop and use emotional intelligence
- BSBOPS405 Organise business meetings
- BSBTEC401 Design and produce complex text documents
- BSBPMG430 Undertake project work
- BSBTEC403 Apply digital solutions to work processes