

*Salisbury College Australia*



**RTO ID: 45062**  
**CRICOS ID: 03565E**

**BSB40120**  
**CERTIFICATE IV IN**  
**BUSINESS**  
**(ADMINISTRATION)**

**CRICOS Course Code: 108155F**

**2025 COURSE**

*Knowledge gives power*

## Course Duration

52 weeks (40 study weeks + 12 weeks holiday)

## Career Opportunities:

- Administrator
- Project Officer

## Course Description

This qualification reflects the role of individuals in a variety of Business Services job roles.

These individuals may have supervisory performance accountabilities. Individuals in these roles carry out a mix of specialist and moderately complex administrative or operational tasks that require self-development skills. They use well-developed skills and a broad knowledge base to apply solutions to a defined range of unpredictable problems and analyse information from a variety of sources. They may provide leadership and guidance to others with some limited responsibility for the output of others.


## Award

Successful completion of all the twelve (12) unit of competencies required to be awarded with an AQF certification. Partial completions will be awarded with a Statement of Attainment.

## Study Pathway

Students may further continue their study in BSB50120 Diploma of Business.

## How to apply?

 Level 5, 14 Railway Parade Burwood  
NSW 2134

 1300 121 888

 admissions@sc.edu.au

 www.sc.edu.au



To know more information please scan the QR code

