



**Australian
College**
of Commerce & Management

Certificate IV in Business (Business Administration)

BSB40120

Advanced business administration skills
to develop your staffs' effectiveness
and efficiency



The  difference

- ✓ **Maximum Flexibility** - No set study times or off-site training.
- ✓ **All Materials Online** - designed to suit a wide range of learning styles.
- ✓ **Available 24/7** - via computer, tablet or mobile phone.
- ✓ **Proactive Student Advisers** - helping to drive progress.
- ✓ **Coaching and Ongoing Support** - it is part of our service.



Call ACCM today

1300 515 321

Foundation Skills

Effective communication strategies
Applying critical thinking in the workplace
Building strong business relationships
Managing priorities and personal wellbeing

Specialty Skills

Writing complex documents
Word processing and spreadsheets
Managing business resources
Organising effective meetings
Marketing products and services

30 YEARS
of meeting employers' needs

✉ courses@accm.edu.au

🌐 www.accm.edu.au

RTO ID: 1441

CERTIFICATE IV IN BUSINESS (BUSINESS ADMINISTRATION)

BSB40120

COURSE DESCRIPTION:

Build on your team members' existing administration skills. This qualification will ensure your administrative staff have the necessary communication, business relationship and wide range of business administration abilities to be successful in your workplace and your industry.

SUBJECT	UNIT	CODE	DURATION (weeks)
Manage Work Priorities and Personal Wellbeing	- Manage personal health and wellbeing - Develop personal work priorities	BSBPEF401 BSBPEF402	4
Making and Communicating Good Business Decisions	- Apply critical thinking to work practices - Use digital technologies to collaborate in a work environment - Apply communication strategies in the workplace	BSBCRT411 BSBTEC404 BSBXCM401	5
Building Strong Business Relationships	Build and maintain business relationships	BSBTWK401	3
Implementing Effective Safety Procedures	Implement and monitor WHS policies, procedures and programs	BSBWHS411	7
Develop Strong Business Writing Skills	Write complex documents	BSBWRT411	7
Organise Meetings	Organise business meetings	BSBOPS405	4
Co-ordinating Business Resources	Coordinate business resources	BSBOPS401	7
Advanced Word Processing	Design and produce complex text documents	BSBTEC401	7
Advanced Spreadsheets	Design and produce complex spreadsheets	BSBTEC402	7

If you would like to discuss additional electives, please contact us.

FEES - BSB40120 CERTIFICATE IV IN BUSINESS (BUSINESS ADMINISTRATION)

STATE / TERRITORY	NEW ENTRANT TRAINEESHIPS	EXISTING WORKER TRAINEESHIPS	FULL FEE / EMPLOYER SPONSORED
New South Wales	\$0	\$3750	\$3750
Australian Capital Territory	\$350	\$3750	\$3750
South Australia	\$3750	\$3750	\$3750
Tasmania	\$1045	\$1045	\$3750
QLD, WA, NT, VIC	\$3750	\$3750	\$3750

STATE SUBSIDY DECLARATIONS, AS APPLICABLE

New South Wales (NSW)

This training is subsidised by the NSW Government.

Tasmania (TAS)

Supported by the Tasmanian Government

Australian Capital Territory (ACT)

Australian Apprenticeships in the ACT are funded by the ACT and Australian Governments

South Australia (SA)



Supported by
**Government of
South Australia**

Visit www.skills.sa.gov.au for Participant Eligibility Criteria



NATIONALLY RECOGNISED
TRAINING