



**Australian
College**
of Commerce & Management
RTO ID: 1441

CALL ACCM NOW

1300 515 321

Certificate IV in Business (Business Administration)

BSB40120

*Advanced business administration skills to develop
your staff's effectiveness and efficiency*

the
ACCM
difference

*ACCM College's online program reflects
over 25 years of meeting our employers' needs.*

- **No extra fees!** All services included in the enrolment fee.
- **Maximum flexibility** - No set study times or off-site training, set weekly training commitments around your daily operations.
- **Suitable for full time or part time employees.**
- **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** is part of our service.
- **Real time progress visibility** - check your staff's progress, timetable and results 24/7 via our online Employer Dashboard.

www.accm.edu.au

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



*To see enrolment fees for
your region, please click
or scan the QR code*

courses@accm.edu.au

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	BSBPEF401	4
	• Develop personal work priorities	BSBPEF402	
Making and Communicating Good Business Decisions	• Apply critical thinking to work practices	BSBCRT411	5
	• Use digital technologies to collaborate in a work environment	BSBTEC404	
	• Apply communication strategies in the workplace	BSBXC401	
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	BSBWHS411	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.