

Nationally Recognised Qualifications

ACCOUNTING	BUSINESS	BUSINESS SALES	MARKETING & COMMUNICATIONS
Certificate IV	Certificate IV	Certificate IV	Certificate IV
Prior understanding of accounting principles is recommended	Comprehensive introduction to a range of Business operations	Introduction to Sales skills applicable in the business world	Introduction to Marketing

The number of units will be allocated to match the available student hours. Students would normally complete 2 – 4 units per year, allowing an average of 40 hours per unit. The remaining units may be completed in postgraduate studies after Year 12.

<p>FNSACC301 Process financial transactions and extract interim reports</p> <p>FNSACC302 Administer subsidiary ledgers and accounts</p> <p>BSBFIA401 Prepare financial reports</p> <p>FNSACC404 Prepare financial statements for non-reporting entities</p> <p>FNSACC402 Prepare operational budgets</p> <p>FNSINC401 Apply principles of professional practices to work in the financial services industry</p> <p>BSBFIA402 Report on financial activity</p> <p>BSBITU306 Design and produce business documents</p> <p>BSBITU402 Develop and use complex spreadsheets</p> <p>FNSACC406 Set up and operate a computerised accounting system</p> <p>FNSACC405 Maintain inventory records</p> <p>FNSBKG405 Establish and maintain a payroll system</p> <p>FNSBKG404 Carry out Business Activity and Instalment Activity Statement tasks</p>	<p>BSBADM405 Organise meetings</p> <p>BSBWHS401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements</p> <p>BSBMGT402 Implement operational plan</p> <p>BSBCUS403 Implement customer service standards</p> <p>BSBMKG413 Promote products and services</p> <p>BSBMKG414 Undertake marketing activities</p> <p>BSBITU306 Design and produce business documents</p> <p>BSBITU402 Develop and use complex spreadsheets</p> <p>BSBMGT401 Show leadership in the workplace</p> <p>BSBLED401 Develop teams and individuals</p>	<p>BSBPRO401 Develop product knowledge</p> <p>BSBSLS407 Identify and plan sales prospects</p> <p>BSBSLS408 Present, secure and support sales solutions</p> <p>BSBREL402 Build client relationships and business networks</p> <p>BSBADM405 Organise meetings</p> <p>BSBMKG413 Promote products and services</p> <p>BSBMKG414 Undertake marketing activities</p> <p>BSBCUS401 Coordinate customer service strategies</p> <p>BSBCUS402 Address customer needs</p> <p>BSBLDR403 Lead team effectiveness</p>	<p>BSBPRO401 Develop product knowledge</p> <p>BSBMKG413 Promote products and services</p> <p>BSBMKG414 Undertake marketing activities</p> <p>BSBMKG401 Profile the market</p> <p>BSBMKG408 Conduct market research</p> <p>BSBMKG419 Analyse consumer behaviour for specific markets</p> <p>BSBCRT401 Articulate, present and debate ideas</p> <p>BSBMGT407 Apply digital solutions to work processes</p> <p>BSBMKG417 Apply marketing communications across a convergent industry</p> <p>BSBMKG418 Develop and apply knowledge of marketing communications industry</p> <p>BSBMKG420 Create digital media user experiences</p> <p>BSBCMM401 Make a presentation</p>
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