

CERTIFICATE IV IN BUSINESS ADMINISTRATION BSB40515

CRICOS Course Code: 087037A

TERM DATES 2017



CRICOS Code: 02736K
RTO Code: 91223
ABN: 85 168 435 667

Term 1 200hrs Unit start and end	16th January 2017-26th March 2017 (10 Weeks)
16 Jan to 19 Feb	BSBWRT401 Write complex documents 100
20 Feb to 12 Mar	BSBRES401 Analyse and present research information 60
13 Mar to 26 March	BSBITU402 Develop and use complex spreadsheets 40
Holiday: 27 March 2017- 16 April 2017 (3 weeks)	
Term 2 200 hrs Unit start and end	17rd April 2017- 25th June 2017 (10 weeks)
17 Apr to 21 May	BSBSMB407 - Manage a small team 100
22 May to 11 Jun	BSBITU401 Design and develop complex text documents 60
12 Jun to 25 Jun	BSBADM407 Administer projects 40
Holiday: 26 June 2017- 16 July 2017 (3 weeks)	
Term 3 200 hrs Unit start and end	17th July 2017- 24th September 2017 (10 weeks)
17 Jul to 20 Aug	BSBCUS401 Coordinate implementation of customer service strategies 100
21 Aug to 3 Sep	BSBADM406 Organise business travel 40
4 Sep to 24 Sep	BSBADM405 - Organise meetings 60
Holiday: 25 September - 08 October (2 Weeks)	
Term 4 200 hrs Unit start and end	09 th October- 17th December 2017 (10 weeks)
09 Oct to 12 Nov	BSBCMM401 - Make a presentation 100
13 Oct to 3 Dec	BSBWRT401 Write complex documents 60
4 Dec to 17 Dec	BSBRES401 Analyse and present research information 60
Holiday: 18 December 2017- 14 January 2018 (4 weeks*)	