

# CERTIFICATE IV IN BUSINESS ADMINISTRATION BSB40515

CRICOS Course Code: 087037A



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

## TERM DATES 2018

<b>Term 1 200hrs Unit start and end</b>	<b>15 January 2018 - 25 March 2018 (10 Weeks)</b>
15 Jan to 4 Feb	BSBITU402 Develop and use complex spreadsheets 60
5 Feb to 18 Feb	BSBREL401 Establish networks 40
19 Feb to 25 Mar	BSBITU401 Design and develop complex text documents 100
<b>Holiday: 26 March 2018 - 15 April 2018 (3 weeks)</b>	
<b>Term 2 200 hrs Unit start and end</b>	<b>16 April 2018 - 24 June 2018 (10 weeks)</b>
16 Apr to 20 May	BSBADM407 Administer projects 100
21 May to 4 Jun	BSBCUS401 Coordinate implementation of customer service strategies 60
5 Jun to 24 Jun	BSBADM406 Organise business travel 40
<b>Holiday: 25 June 2018- 15 July 2018 (3 weeks)</b>	
<b>Term 3 200hrs Unit start and end</b>	<b>16 July 2018 – 23 September 2018 (10 weeks)</b>
16 Jul – 29 Jul	BSBADM405 - Organise meetings 40
30 Jul - 19 Aug	BSBCMM401 Make a presentation 60
20 Aug – 23 Sep	BSBWRT401 Write complex documents 100
<b>Holiday: 24 September 2018 - 7 October 2018 (2 Weeks)</b>	
<b>Term 4 200 hrs Unit start and end</b>	<b>8 October 2018 - 11 November 2018 (5 weeks)</b>
8 Oct – 11 Nov	BSBRES401 Analyse and present research information 100
12 Nov to 2 Dec	BSBITU402 Develop and use complex spreadsheets 60
3 Dec to 16 Dec	BSBREL401 Establish networks 40
<b>Holiday: 17 December 2018 - 13 January 2019 (4 weeks)</b>	