

# DIPLOMA OF BUSINESS ADMINISTRATION BSB50415

CRICOS Course Code: 087301A



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

## TERM DATES 2018

<b>Term 1 200hrs Unit start and end</b>	<b>15th January 2018-25th March 2018 (10 Weeks)</b>
15 Jan to 18 Feb	BSBHRM506 Manage recruitment, selection and induction processes 100
19 Feb to 25 Mar	BSBPMG522 Undertake project work 100
<b>Holiday: 26 March 2018- 15 April 2018 (3 weeks)</b>	
<b>Term 2 200 hrs Unit start and end</b>	<b>16th April 2018- 24th June 2018 (10 weeks)</b>
16 April to 20 May	BSBFIM502 Manage payroll 100
21 May to 24 Jun	BSBADM506- Manage document design and development 100
<b>Holiday: 25 June 2018- 15 July 2018 (3 weeks)</b>	
<b>Term 3 200 hrs Unit start and end</b>	<b>16th July 2018- 23rd September 2018 (10 weeks)</b>
16 July to 19 Aug	BSBADM502 Manage meetings 100
20 Aug to 23 Sep	BSBCUS501 Manage quality customer service 100
<b>Holiday: 24 September 2018- 07 October 2018 (2 Weeks)</b>	
<b>Term 4 200 hrs Unit start and end</b>	<b>08th October- 16th December 2018 (10 weeks)</b>
08 Oct to 11 Nov	BSBADM504 Plan and implement administrative systems 100
12 Nov to 16 Dec	BSBCMM401 Make a presentation 100
<b>Holiday: 17 December 2018- 13 January 2019 (4 weeks)</b>	