

BSB40507 CERTIFICATE IV in BUSINESS ADMINISTRATION

CRICOS Course Code: 067192M



TERM DATES

2012

Term	Term Date	Start	End
1	9 January – 23 March	<ul style="list-style-type: none"> • 9 January • 6 February • 27 February 	<ul style="list-style-type: none"> • 3 February • 24 February • 23 March

BSBCUS401A - Coordinate the implementation of customer service strategies
BSBADM406B - Organise business travel
BSBADM405B - Organise meetings

Holiday: 24 March – 9 April (Public holiday)

2	10 April – 22 June	<ul style="list-style-type: none"> • 10 April • 7 May • 28 May 	<ul style="list-style-type: none"> • 4 May • 25 May • 22 June
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BSBCMM401A - Make a presentation
BSBWRT401A - Write complex documents
BSBRES401A - Analyse and present research information

Holiday: 23 June – 8 July

3	9 July – 21 September	<ul style="list-style-type: none"> • 9 July • 6 August • 27 August 	<ul style="list-style-type: none"> • 3 August • 24 August • 21 September
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BSBITU402A - Develop and use complex spreadsheets
BSBSMB407A - Manage a small team
BSBITU401A - Design and develop complex text documents

Holiday: 22 September – 2 October

4	3 October – 14 December	<ul style="list-style-type: none"> • 3 October • 22 October • 19 November 	<ul style="list-style-type: none"> • 19 October • 16 November • 14 December
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BSBADM407B - Administer projects
BSBCUS401A - Coordinate the implementation of customer service strategies
BSBADM406B - Organise business travel

Holiday: 15 December – 6 January 2013

