



### COURSE OUTLINE 2023

Total number of units = 13

Core 6

Electives 7

Term 1 2023	09 January 2023 – 26 March 2023 (11 Weeks)	
09 Jan to 05 Feb	BSBOPS305 Process Customer Complaints 80	Elective
06 Feb* to 26 Feb	BSBWRT311 Write Simple Documents 60	Elective
27 Feb to 12 Mar	BSBTEC301 Design and Produce Business Documents 40	Elective
13 Mar to 26 Mar	BSBTEC302 Design and Produce Spreadsheets 40	Elective
<b>Term Break: 27 March 2023 - 09 April 2023 (2 weeks)</b>		
* Enrollment for the mid-term intake will commence on February 06, 2023 – week 5		

Term 2 2023	10 April 2023 – 25 June 2023 (11 Weeks)	
10 Apr to 07 May	BSBCRT412 Articulate, Present and Debate Ideas 80	Elective
08 May* to 04 June	BSBSUS211 Participate in Sustainable Work Practices 80	Core
05 Jun to 25 Jun	BSBCRT311 Apply Critical Thinking Skills in A Team Environment 60	Core
<b>Term Break: 26 June 2023 - 09 July 2023 (2 weeks)</b>		
* Enrollment for the mid-term intake will commence on May 08, 2023 – week 5		

Term 3 2023	10 July 2023 – 24 September 2023 (11 Weeks)	
10 Jul to 06 Aug	BSBWHS311 Assist with Maintaining Workplace Safety 80	Core
07 Aug* to 03 Sep	BSBXCM301 Engage in Workplace Communication 80	Core
04 Sep to 24 Sep	BSBPWF201 Support Personal Wellbeing in The Workplace 60	Core
<b>Term Break: 25 Sep 2023 - 01 Oct 2023 (1 week)</b>		
* Enrollment for the mid-term intake will commence on August 07, 2023 – week 5		

Term 4 2023	2 October 2023 – 17 December (11 weeks)	
02 Oct to 29 Oct	BSBTWK301 Use Inclusive Work Practices 80	Core
30 Oct* to 26 Nov	BSBPMG430 Undertake Project Work 80	Elective
27 Nov to 17 Dec	BSBTEC303 Create Electronic Presentations 60	Elective
<b>Break: 18 December 2023 – 07 January 2024 (3 weeks)</b>		
* Enrollment for the mid-term intake will commence on October 30, 2023 – week 5		