



### COURSE OUTLINE 2023

Total number of units = 12

Core 6

Electives 6

Term 1 2023		09 January 2023 – 26 March 2023 (11 Weeks)	
09 Jan to 05 Feb	BSBTWK401 Build and Maintain Business Relationships 80		Core
06 Feb* to 05 Mar	BSBWHS411 Implement and Monitor WHS Policies, Procedures and Programs 80		Core
06 Mar to 26 Mar	BSBOPS405 Organise Business Meetings 60		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	BSBPEF502 Develop and Use Emotional Intelligence 80		Elective
05 June to 25 June	BSBWRT411 Write Complex Documents 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	BSBXC401 Apply Communication Strategies in The Workplace 80		Core
07 Aug* to 03 Sep	BSBCRT411 Apply Critical Thinking to Work Practices 80		Core
04 Sep to 24 Sep	BSBST401 Promote Innovation in Team Environments 60		Elective
<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		02 October 2023 – 17 December 2023 (11 weeks)	
02 Oct to 29 Oct	BSBOPS403 Apply Business Risk Management Processes 80		Elective
30 Oct* to 26 Nov	BSBTEC404 Use Digital Technologies to Collaborate in A Work Environment 80		Core
27 Nov to 17 Dec	BSBPEF402 Develop Personal Work Priorities 60		Elective
<b>Term Break: 18 December 2023 – 07 January 2024 (3 weeks)</b>			
* Enrollment for the mid-term intake will commence on October 30, 2023 – week 5			