



Magill College Pty Ltd Trading as Magill College Sydney

ABN: 67 090 050 990

CRICOS Provider Code: 01994M RTO No: 91367

Tel: (+61 2) 8061 6980 Fax: (+61 2) 9267 1711 www.magill.edu.au

BSB40215 CERTIFICATE IV IN BUSINESS DELIVERY STRUCTURE

2015

| Unit Code: | Unit Name | Core/Elective | Hours |
|------------|-----------|---------------|-------|
|------------|-----------|---------------|-------|

TERM ONE, BLOCK ONE (5 Weeks) – 27 January - 28 February

| | | | |
|--------------|--|----------|------------|
| BSBWHS401 | Implement and monitor WHS policies, procedures and programs to meet legislative requirements | Core | 60 |
| BSBCUS401 | Coordinate implementation of customer service strategies | Elective | 40 |
| Hours | | | 100 |

TERM ONE, BLOCK TWO (5 Weeks) – 02 March - 04 April

| | | | |
|--------------|--------------------------------|----------|------------|
| BSBMKG414 | Undertake marketing activities | Elective | 60 |
| BSBFIA402 | Report on financial activity | Elective | 40 |
| Hours | | | 100 |

TERM BREAK

TERM TWO, BLOCK ONE (5 Weeks) – 20 April – 23 May

| | | | |
|--------------|---------------------------|----------|------------|
| BSBFIA401 | Prepare financial reports | Elective | 100 |
| Hours | | | 100 |

TERM TWO, BLOCK TWO (5 Weeks) – 25 May – 27 June

| | | | |
|--------------|---|----------|------------|
| BSBMKG413 | Promote products and services | Elective | 40 |
| BSBITU404 | Produce complex desktop published documents | Elective | 60 |
| Hours | | | 100 |

TERM BREAK

TERM THREE, BLOCK ONE (5 Weeks) – 13 July – 15 August

| | | | |
|--------------|---|----------|------------|
| BSBITU401 | Design and develop complex text documents | Elective | 100 |
| Hours | | | 100 |

TERM THREE, BLOCK TWO (5 Weeks) – 17 August – 19 September

| | | | |
|--------------|--------------------------------------|----------|------------|
| BSBITU402 | Develop and use complex spreadsheets | Elective | 60 |
| BSBCMM401 | Make a presentation | Elective | 40 |
| Hours | | | 100 |

TERM BREAK

TERM FOUR, BLOCK ONE (5 Weeks) – 06 October – 7 November

| | | | |
|--------------|--|----------|------------|
| BSBWHS401 | Implement and monitor WHS policies, procedures and programs to meet legislative requirements | Core | 60 |
| BSBCUS401 | Coordinate implementation of customer service strategies | Elective | 40 |
| Hours | | | 100 |

TERM FOUR, BLOCK TWO (5 Weeks) – 09 November – 12 December

| | | | |
|--------------|--------------------------------|----------|------------|
| BSBMKG414 | Undertake marketing activities | Elective | 60 |
| BSBFIA402 | Report on financial activity | Elective | 40 |
| Hours | | | 100 |

2016

| Unit Code: | Unit Name | Core/Elective | Hours |
|------------|-----------|---------------|-------|
|------------|-----------|---------------|-------|

TERM ONE, BLOCK ONE (5 Weeks) – 25 January – 27 February

| | | | |
|--------------|---------------------------|----------|------------|
| BSBFIA401 | Prepare financial reports | Elective | 100 |
| Hours | | | 100 |

TERM ONE, BLOCK TWO (5 Weeks) – 29 February – 02 April

| | | | |
|--------------|---|----------|------------|
| BSBMKG413 | Promote products and services | Elective | 40 |
| BSBITU404 | Produce complex desktop published documents | Elective | 60 |
| Hours | | | 100 |

TERM BREAK

TERM TWO, BLOCK ONE (5 Weeks) – 18 April – 21 May

| | | | |
|--------------|---|----------|------------|
| BSBITU401 | Design and develop complex text documents | Elective | 100 |
| Hours | | | 100 |

TERM TWO, BLOCK TWO (5 Weeks) – 23 May – 25 June

| | | | |
|--------------|--------------------------------------|----------|------------|
| BSBITU402 | Develop and use complex spreadsheets | Elective | 60 |
| BSBCMM401 | Make a presentation | Elective | 40 |
| Hours | | | 100 |

TERM BREAK

TERM THREE, BLOCK ONE (5 Weeks) – 18 July – 20 August

| | | | |
|--------------|--|----------|------------|
| BSBWHS401 | Implement and monitor WHS policies, procedures and programs to meet legislative requirements | Core | 60 |
| BSBCUS401 | Coordinate implementation of customer service strategies | Elective | 40 |
| Hours | | | 100 |

TERM THREE, BLOCK TWO (5 Weeks) – 22 August – 24 September

| | | | |
|--------------|--------------------------------|----------|------------|
| BSBMKG414 | Undertake marketing activities | Elective | 60 |
| BSBFIA402 | Report on financial activity | Elective | 40 |
| Hours | | | 100 |

TERM BREAK

TERM FOUR, BLOCK ONE (5 Weeks) – 10 October – 12 November

| | | | |
|--------------|---------------------------|----------|------------|
| BSBFIA401 | Prepare financial reports | Elective | 100 |
| Hours | | | 100 |

TERM FOUR, BLOCK TWO (5 Weeks) – 14 November – 17 December

| | | | |
|--------------|---|----------|------------|
| BSBMKG413 | Promote products and services | Elective | 40 |
| BSBITU404 | Produce complex desktop published documents | Elective | 60 |
| Hours | | | 100 |



Magill College Pty Ltd Trading as Magill College Sydney

ABN: 67 090 050 990

CRICOS Provider Code: 01994M RTO No: 91367

Tel: (+61 2) 8061 6980 Fax: (+61 2) 9267 1711 www.magill.edu.au

2017

| Unit Code: | Unit Name | Core/Elective | Hours |
|------------|-----------|---------------|-------|
|------------|-----------|---------------|-------|

TERM ONE, BLOCK ONE (5 Weeks) – 30 January – 04 March

| | | | |
|--------------|---|----------|------------|
| BSBITU401 | Design and develop complex text documents | Elective | 100 |
| | | | |
| Hours | | | 100 |

TERM ONE, BLOCK TWO (5 Weeks) – 06 March – 08 April

| | | | |
|--------------|--------------------------------------|----------|------------|
| BSBITU402 | Develop and use complex spreadsheets | Elective | 60 |
| BSBCMM401 | Make a presentation | Elective | 40 |
| Hours | | | 100 |

TERM BREAK

TERM TWO, BLOCK ONE (5 Weeks) – 24 April – 27 May

| | | | |
|--------------|--|----------|------------|
| BSBWHS401 | Implement and monitor WHS policies, procedures and programs to meet legislative requirements | Core | 60 |
| BSBCUS401 | Coordinate implementation of customer service strategies | Elective | 40 |
| Hours | | | 100 |

TERM TWO, BLOCK TWO (5 Weeks) – 29 May – 01 July

| | | | |
|--------------|--------------------------------|----------|------------|
| BSBMKG414 | Undertake marketing activities | Elective | 60 |
| BSBFIA402 | Report on financial activity | Elective | 40 |
| Hours | | | 100 |

TERM BREAK

TERM THREE, BLOCK ONE (5 Weeks) – 17 July – 19 August

| | | | |
|--------------|---------------------------|----------|------------|
| BSBFIA401 | Prepare financial reports | Elective | 100 |
| | | | |
| Hours | | | 100 |

TERM THREE, BLOCK TWO (5 Weeks) – 21 August – 23 September

| | | | |
|--------------|---|----------|------------|
| BSBMKG413 | Promote products and services | Elective | 40 |
| BSBITU404 | Produce complex desktop published documents | Elective | 60 |
| Hours | | | 100 |

TERM BREAK

TERM FOUR, BLOCK ONE (5 Weeks) – 09 October – 11 November

| | | | |
|--------------|---|----------|------------|
| BSBITU401 | Design and develop complex text documents | Elective | 100 |
| | | | |
| Hours | | | 100 |

TERM FOUR, BLOCK TWO (5 Weeks) – 13 November – 16 December

| | | | |
|--------------|--------------------------------------|----------|------------|
| BSBITU402 | Develop and use complex spreadsheets | Elective | 60 |
| BSBCMM401 | Make a presentation | Elective | 40 |
| Hours | | | 100 |

2018

| Unit Code: | Unit Name | Core/Elective | Hours |
|------------|-----------|---------------|-------|
|------------|-----------|---------------|-------|

TERM ONE, BLOCK ONE (5 Weeks) – 22 January – 24 February

| | | | |
|--------------|--|----------|------------|
| BSBWHS401 | Implement and monitor WHS policies, procedures and programs to meet legislative requirements | Core | 60 |
| BSBCUS401 | Coordinate implementation of customer service strategies | Elective | 40 |
| Hours | | | 100 |

TERM ONE, BLOCK TWO (5 Weeks) – 26 February – 31 March

| | | | |
|--------------|--------------------------------|----------|------------|
| BSBMKG414 | Undertake marketing activities | Elective | 60 |
| BSBFIA402 | Report on financial activity | Elective | 40 |
| Hours | | | 100 |

TERM BREAK

TERM TWO, BLOCK ONE (5 Weeks) – 16 April – 19 May

| | | | |
|--------------|---------------------------|----------|------------|
| BSBFIA401 | Prepare financial reports | Elective | 100 |
| | | | |
| Hours | | | 100 |

TERM TWO, BLOCK TWO (5 Weeks) – 21 May – 23 July

| | | | |
|--------------|---|----------|------------|
| BSBMKG413 | Promote products and services | Elective | 40 |
| BSBITU404 | Produce complex desktop published documents | Elective | 60 |
| Hours | | | 100 |

TERM BREAK

TERM THREE, BLOCK ONE (5 Weeks) – 16 July – 18 August

| | | | |
|--------------|---|----------|------------|
| BSBITU401 | Design and develop complex text documents | Elective | 100 |
| | | | |
| Hours | | | 100 |

TERM THREE, BLOCK TWO (5 Weeks) – 20 August – 22 September

| | | | |
|--------------|--------------------------------------|----------|------------|
| BSBITU402 | Develop and use complex spreadsheets | Elective | 60 |
| BSBCMM401 | Make a presentation | Elective | 40 |
| Hours | | | 100 |

TERM BREAK

TERM FOUR, BLOCK ONE (5 Weeks) – 8 October – 10 November

| | | | |
|--------------|--|----------|------------|
| BSBWHS401 | Implement and monitor WHS policies, procedures and programs to meet legislative requirements | Core | 60 |
| BSBCUS401 | Coordinate implementation of customer service strategies | Elective | 40 |
| Hours | | | 100 |

TERM FOUR, BLOCK TWO (5 Weeks) – 12 November – 15 December

| | | | |
|--------------|--------------------------------|----------|------------|
| BSBMKG414 | Undertake marketing activities | Elective | 60 |
| BSBFIA402 | Report on financial activity | Elective | 40 |
| Hours | | | 100 |