



# 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

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
<b>Hours</b>			<b>100</b>

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

BSBMKG414	Undertake marketing activities	Elective	60
BSBFIA402	Report on financial activity	Elective	40
<b>Hours</b>			<b>100</b>

TERM BREAK

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

BSBFIA401	Prepare financial reports	Elective	100
<b>Hours</b>			<b>100</b>

#### 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
<b>Hours</b>			<b>100</b>

TERM BREAK

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

BSBITU401	Design and develop complex text documents	Elective	100
<b>Hours</b>			<b>100</b>

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

BSBITU402	Develop and use complex spreadsheets	Elective	60
BSBCMM401	Make a presentation	Elective	40
<b>Hours</b>			<b>100</b>

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
<b>Hours</b>			<b>100</b>

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

BSBMKG414	Undertake marketing activities	Elective	60
BSBFIA402	Report on financial activity	Elective	40
<b>Hours</b>			<b>100</b>

### 2016

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

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

BSBFIA401	Prepare financial reports	Elective	100
<b>Hours</b>			<b>100</b>

#### 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
<b>Hours</b>			<b>100</b>

TERM BREAK

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

BSBITU401	Design and develop complex text documents	Elective	100
<b>Hours</b>			<b>100</b>

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

BSBITU402	Develop and use complex spreadsheets	Elective	60
BSBCMM401	Make a presentation	Elective	40
<b>Hours</b>			<b>100</b>

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
<b>Hours</b>			<b>100</b>

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

BSBMKG414	Undertake marketing activities	Elective	60
BSBFIA402	Report on financial activity	Elective	40
<b>Hours</b>			<b>100</b>

TERM BREAK

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

BSBFIA401	Prepare financial reports	Elective	100
<b>Hours</b>			<b>100</b>

#### 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
<b>Hours</b>			<b>100</b>



# 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 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
<b>Hours</b>			<b>100</b>

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

BSBITU402	Develop and use complex spreadsheets	Elective	60
BSBCMM401	Make a presentation	Elective	40
<b>Hours</b>			<b>100</b>

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
<b>Hours</b>			<b>100</b>

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

BSBMKG414	Undertake marketing activities	Elective	60
BSBFIA402	Report on financial activity	Elective	40
<b>Hours</b>			<b>100</b>

TERM BREAK

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

BSBFIA401	Prepare financial reports	Elective	100
<b>Hours</b>			<b>100</b>

### 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
<b>Hours</b>			<b>100</b>

TERM BREAK

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

BSBITU401	Design and develop complex text documents	Elective	100
<b>Hours</b>			<b>100</b>

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

BSBITU402	Develop and use complex spreadsheets	Elective	60
BSBCMM401	Make a presentation	Elective	40
<b>Hours</b>			<b>100</b>

## 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
<b>Hours</b>			<b>100</b>

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

BSBMKG414	Undertake marketing activities	Elective	60
BSBFIA402	Report on financial activity	Elective	40
<b>Hours</b>			<b>100</b>

TERM BREAK

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

BSBFIA401	Prepare financial reports	Elective	100
<b>Hours</b>			<b>100</b>

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

BSBMKG413	Promote products and services	Elective	40
BSBITU404	Produce complex desktop published documents	Elective	60
<b>Hours</b>			<b>100</b>

TERM BREAK

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

BSBITU401	Design and develop complex text documents	Elective	100
<b>Hours</b>			<b>100</b>

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

BSBITU402	Develop and use complex spreadsheets	Elective	60
BSBCMM401	Make a presentation	Elective	40
<b>Hours</b>			<b>100</b>

TERM BREAK

### TERM FOUR, BLOCK ONE (5 Weeks) – 08 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
<b>Hours</b>			<b>100</b>

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

BSBMKG414	Undertake marketing activities	Elective	60
BSBFIA402	Report on financial activity	Elective	40
<b>Hours</b>			<b>100</b>



# 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 www.magill.edu.au

## 2019

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

### TERM ONE, BLOCK ONE (5 Weeks) – 29 January – 02 March

BSBFIA401	Prepare financial reports	Elective	100
<b>Hours</b>			<b>100</b>

### TERM ONE, BLOCK TWO (5 Weeks) – 04 March – 06 April

BSBMKG413	Promote products and services	Elective	40
BSBITU404	Produce complex desktop published documents	Elective	60
<b>Hours</b>			<b>100</b>

TERM BREAK

### TERM TWO, BLOCK ONE (5 Weeks) – 23 April – 25 May

BSBITU401	Design and develop complex text documents	Elective	100
<b>Hours</b>			<b>100</b>

### TERM TWO, BLOCK TWO (5 Weeks) – 27 May – 29 June

BSBITU402	Develop and use complex spreadsheets	Elective	60
BSBCMM401	Make a presentation	Elective	40
<b>Hours</b>			<b>100</b>

TERM BREAK

### TERM THREE, BLOCK ONE (5 Weeks) – 15 July – 18 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
<b>Hours</b>			<b>100</b>

### TERM THREE, BLOCK TWO (5 Weeks) – 19 August – 22 September

BSBMKG414	Undertake marketing activities	Elective	60
BSBFIA402	Report on financial activity	Elective	40
<b>Hours</b>			<b>100</b>

TERM BREAK

### TERM FOUR, BLOCK ONE (5 Weeks) – 08 October – 10 November

BSBFIA401	Prepare financial reports	Elective	100
<b>Hours</b>			

### TERM FOUR, BLOCK TWO (5 Weeks) – 11 November – 15 December

BSBMKG413	Promote products and services	Elective	40
BSBITU404	Produce complex desktop published documents	Elective	60
<b>Hours</b>			<b>100</b>

## 2020

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

### TERM ONE, BLOCK ONE (5 Weeks) – 28 January – 01 March

BSBITU401	Design and develop complex text documents	Elective	100
<b>Hours</b>			<b>100</b>

### TERM ONE, BLOCK TWO (5 Weeks) – 02 March – 05 April

BSBITU402	Develop and use complex spreadsheets	Elective	60
BSBCMM401	Make a presentation	Elective	40
<b>Hours</b>			<b>100</b>

TERM BREAK

### TERM TWO, BLOCK ONE (5 Weeks) – 20 April – 24 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
<b>Hours</b>			<b>100</b>

### TERM TWO, BLOCK TWO (5 Weeks) – 25 May – 28 June

BSBMKG414	Undertake marketing activities	Elective	60
BSBFIA412	Report on financial activity	Elective	40
<b>Hours</b>			<b>100</b>

TERM BREAK

### TERM THREE, BLOCK ONE (5 Weeks) – 13 July – 16 August

BSBFIA401	Prepare financial reports	Elective	100
<b>Hours</b>			<b>100</b>

### TERM THREE, BLOCK TWO (5 Weeks) – 17 August – 20 September

BSBMKG413	Promote products and services	Elective	40
BSBITU404	Produce complex desktop published documents	Elective	60
<b>Hours</b>			<b>100</b>

TERM BREAK

### TERM FOUR, BLOCK ONE (5 Weeks) – 06 October – 08 November

BSBITU401	Design and develop complex text documents	Elective	100
<b>Hours</b>			<b>100</b>

### TERM FOUR, BLOCK TWO (5 Weeks) – 09 November – 13 December

BSBITU402	Develop and use complex spreadsheets	Elective	60
BSBCMM401	Make a presentation	Elective	40
<b>Hours</b>			<b>100</b>



# 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 www.magill.edu.au

## 2021

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

### TERM ONE, BLOCK ONE (5 Weeks) – 25 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
<b>Hours</b>			<b>100</b>

### TERM ONE, BLOCK TWO (5 Weeks) – 01 March – 04 April

BSBMKG414	Undertake marketing activities	Elective	60
BSBFIA412	Report on financial activity	Elective	40
<b>Hours</b>			<b>100</b>

TERM BREAK

### TERM TWO, BLOCK ONE (5 Weeks) – 19 April – 23 May

BSBFIA401	Prepare financial reports	Elective	
<b>Hours</b>			<b>100</b>

### TERM TWO, BLOCK TWO (5 Weeks) – 24 May – 27 June

BSBMKG413	Promote products and services	Elective	40
BSBITU404	Produce complex desktop published documents	Elective	60
<b>Hours</b>			<b>100</b>

TERM BREAK

### TERM THREE, BLOCK ONE (5 Weeks) – 19 July – 22 August

BSBITU401	Design and develop complex text documents	Elective	100
<b>Hours</b>			<b>100</b>

### TERM THREE, BLOCK TWO (5 Weeks) – 23 August – 26 September

BSBITU402	Develop and use complex spreadsheets	Elective	60
BSBCMM401	Make a presentation	Elective	40
<b>Hours</b>			<b>100</b>

TERM BREAK

### TERM FOUR, BLOCK ONE (5 Weeks) – 11 October – 14 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
<b>Hours</b>			<b>100</b>

### TERM FOUR, BLOCK TWO (5 Weeks) – 15 November – 19 December

BSBMKG414	Undertake marketing activities	Elective	60
BSBFIA412	Report on financial activity	Elective	40
<b>Hours</b>			<b>100</b>

## 2022

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

### TERM ONE, BLOCK ONE (5 Weeks) – 31 January – 06 March

BSBFIA401	Prepare financial reports	Elective	100
<b>Hours</b>			<b>100</b>

### TERM ONE, BLOCK TWO (5 Weeks) – 07 March – 10 April

BSBMKG413	Promote products and services	Elective	40
BSBITU404	Produce complex desktop published documents	Elective	60
<b>Hours</b>			<b>100</b>

TERM BREAK

### TERM TWO, BLOCK ONE (5 Weeks) – 26 April – 29 May

BSBITU401	Design and develop complex text documents	Elective	100
<b>Hours</b>			<b>100</b>

### TERM TWO, BLOCK TWO (5 Weeks) – 30 May – 03 July

BSBITU402	Develop and use complex spreadsheets	Elective	60
BSBCMM401	Make a presentation	Elective	40
<b>Hours</b>			<b>100</b>

TERM BREAK

### TERM THREE, BLOCK ONE (5 Weeks) – 18 July – 21 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
<b>Hours</b>			<b>100</b>

### TERM THREE, BLOCK TWO (5 Weeks) – 22 August – 25 September

BSBMKG414	Undertake marketing activities	Elective	60
BSBFIA412	Report on financial activity	Elective	40
<b>Hours</b>			<b>100</b>

TERM BREAK

### TERM FOUR, BLOCK ONE (5 Weeks) – 10 October – 13 November

BSBFIA401	Prepare financial reports	Elective	100
<b>Hours</b>			<b>100</b>

### TERM FOUR, BLOCK TWO (5 Weeks) – 14 November – 18 December

BSBMKG413	Promote products and services	Elective	40
BSBITU404	Produce complex desktop published documents	Elective	60
<b>Hours</b>			<b>100</b>



# 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 www.magill.edu.au

## 2023

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

### TERM ONE, BLOCK ONE (5 Weeks) – 30 January – 05 March

BSBITU401	Design and develop complex text documents	Elective	100
<b>Hours</b>			<b>100</b>

### TERM ONE, BLOCK TWO (5 Weeks) – 06 March – 09 April

BSBITU402	Develop and use complex spreadsheets	Elective	60
BSBCMM401	Make a presentation	Elective	40
<b>Hours</b>			<b>100</b>

### TERM BREAK

### TERM TWO, BLOCK ONE (5 Weeks) – 24 April – 28 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
<b>Hours</b>			<b>100</b>

### TERM TWO, BLOCK TWO (5 Weeks) – 29 May – 02 July

BSBMKG414	Undertake marketing activities	Elective	60
BSBFIA412	Report on financial activity	Elective	40
<b>Hours</b>			<b>100</b>

### TERM BREAK

### TERM THREE, BLOCK ONE (5 Weeks) – 17 July – 20 August

BSBFIA401	Prepare financial reports	Elective	100
<b>Hours</b>			<b>100</b>

### TERM THREE, BLOCK TWO (5 Weeks) – 21 August – 24 September

BSBMKG413	Promote products and services	Elective	40
BSBITU404	Produce complex desktop published documents	Elective	60
<b>Hours</b>			<b>100</b>

### TERM BREAK

### TERM FOUR, BLOCK ONE (5 Weeks) – 09 October – 12 November

BSBITU401	Design and develop complex text documents	Elective	100
<b>Hours</b>			<b>100</b>

### TERM FOUR, BLOCK TWO (5 Weeks) – 13 November – 17 December

BSBITU402	Develop and use complex spreadsheets	Elective	60
BSBCMM401	Make a presentation	Elective	40
<b>Hours</b>			<b>100</b>