

2024 Academic Timetable

BSB30120 – Certificate III in Business (52 Weeks)

Date (Week starting Monday)	Week	Unit of Competency
15-Jan-24	1	BSBCRT311 Apply critical thinking skills in a team environment
22-Jan-24	2	BSBCRT311 Apply critical thinking skills in a team environment
29-Jan-24	3	BSBCRT311 Apply critical thinking skills in a team environment
5-Feb-24	4	BSBPEF201 Support personal wellbeing in the workplace
12-Feb-24	5	BSBPEF201 Support personal wellbeing in the workplace
19-Feb-24	6	BSBSUS211 Participate in sustainable work practices
26-Feb-24	7	BSBSUS211 Participate in sustainable work practices
4-Mar-24	8	BSBTWK301 Use inclusive work practices
11-Mar-24	9	BSBTWK301 Use inclusive work practices
18-Mar-24	10	BSBTWK301 Use inclusive work practices
Term Break (3 Weeks)		
15-Apr-24	14	BSBXCM301 Engage in workplace communication
22-Apr-24	15	BSBXCM301 Engage in workplace communication
29-Apr-24	16	BSBXCM301 Engage in workplace communication
6-May-24	17	BSBXCM301 Engage in workplace communication
13-May-24	18	BSBXCM301 Engage in workplace communication
20-May-24	19	BSBWHS311 Assist with maintaining workplace safety
27-May-24	20	BSBWHS311 Assist with maintaining workplace safety
3-Jun-24	21	BSBWHS311 Assist with maintaining workplace safety
10-Jun-24	22	BSBTEC303 Create electronic presentations
17-Jun-24	23	BSBTEC303 Create electronic presentations
Term Break (3 Weeks)		
15-Jul-24	27	BSBWRT311 Write simple documents
22-Jul-24	28	BSBWRT311 Write simple documents
29-Jul-24	29	BSBWRT311 Write simple documents
5-Aug-24	30	BSBLDR301 Support effective workplace relationships
12-Aug-24	31	BSBLDR301 Support effective workplace relationships
19-Aug-24	32	BSBLDR301 Support effective workplace relationships
26-Aug-24	33	BSBTEC302 Design and produce spreadsheets
2-Sep-24	34	BSBTEC302 Design and produce spreadsheets
9-Sep-24	35	BSBTEC302 Design and produce spreadsheets
16-Sep-24	36	BSBTEC302 Design and produce spreadsheets
Term Break (2 Weeks)		
7-Oct-24	39	BSBOPS304 Deliver and monitor a service to customers
14-Oct-24	40	BSBOPS304 Deliver and monitor a service to customers
21-Oct-24	41	BSBOPS304 Deliver and monitor a service to customers
28-Oct-24	42	BSBOPS304 Deliver and monitor a service to customers
4-Nov-24	43	BSBOPS305 Process customer complaints
11-Nov-24	44	BSBOPS305 Process customer complaints
18-Nov-24	45	BSBOPS305 Process customer complaints
25-Nov-24	46	BSBPEF301 Organise personal work priorities
2-Dec-24	47	BSBPEF301 Organise personal work priorities
9-Dec-24	48	BSBPEF301 Organise personal work priorities
Term Break (4 Weeks)		