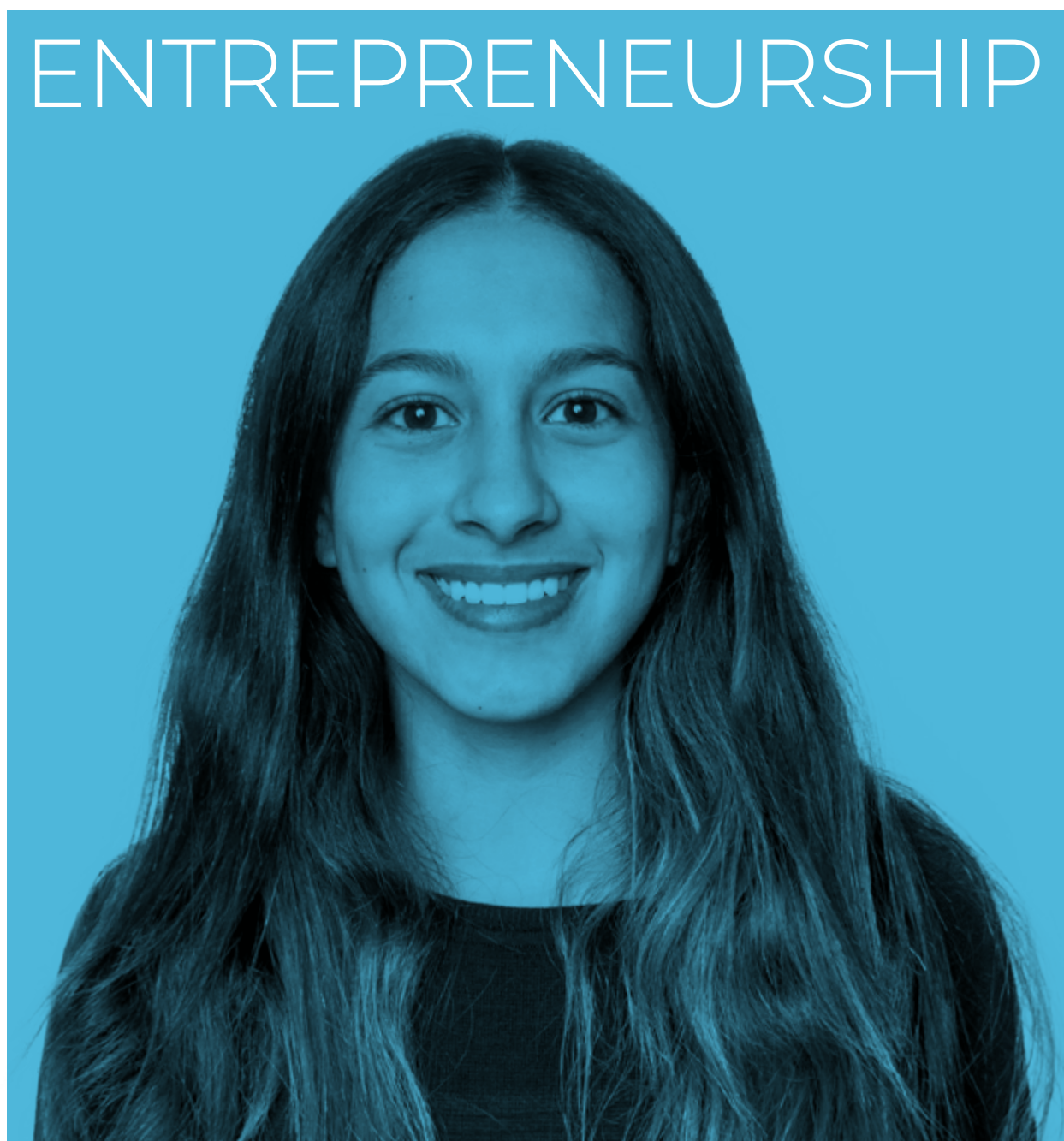


STUDY.
WORK.
LIVE.
GOLD COAST, AUSTRALIA.



FACULTY OF ENTREPRENEURSHIP



Welcome to Entrepreneur Education

Entrepreneur Education was established with one goal: to change the way education is delivered in Australia.

Our team firmly believe that each and every one of us can unlock our entrepreneurial potential and along the way, gain the skills necessary to succeed. To support this, Entrepreneur’s choice of faculties; Faculty of Leadership, Design, Health, Entrepreneurship and Trade, provides a number of pathways for you to gain real world, life-skills that will transfer across a variety of industries.

Our 360° education method encourages students to communicate their ideas with other students and mentors to help bring that idea into a reality. Lifestyle is also an integral part of building motivated and empowered entrepreneurs and you can find inspiration at our campus in the heart of Surfers Paradise on the stunning East Coast of Australia.

No matter which path you choose you will enjoy Entrepreneur Education’s eternal dedication to nurturing your ambition and bringing your ideas to fruition.

Because it all starts with just one idea...

- Founders of Entrepreneur Education



Contents



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| 06 | Certificate III in Business |
| 08 | Certificate IV in Business |
| 10 | Diploma of Business |
| 14 | Entry Requirements |
| 17 | Academic Calendars and Timetables |

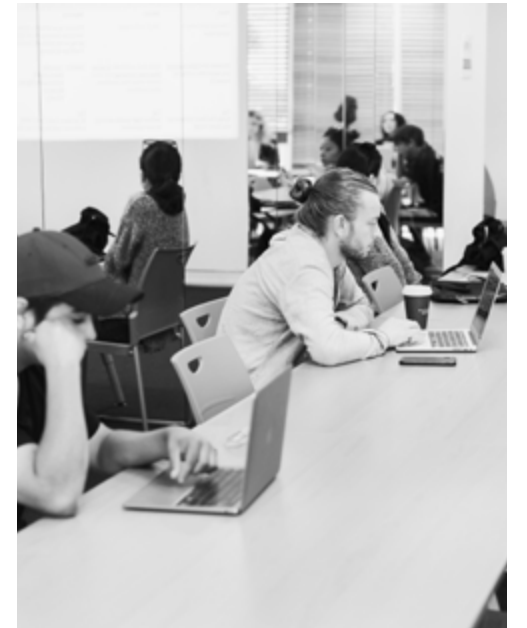
About

Do you have a passion for entrepreneurship, sales and marketing and want to make a dent in the marketplace? Learn how to think outside the box and solve business problems creatively with the Faculty of Entrepreneurship.

Join us down under for an incredible and life changing learning experience. Study at our awesome campus situated on the stunning East Coast of Australia. Enjoy the glitter strip in the heart of Surfers Paradise, Gold Coast.

Enrol now and discover the Australian way of life, enjoy beautiful sun and surf filled days and progress your career with Entrepreneur Education.

“This has changed the way I look at business, very helpful.”



Faculty of Entrepreneurship Courses

BSB30120 Certificate III in Business
CRICOS Course Code: 104997G | 20 weeks

BSB40120 Certificate IV in Business
CRICOS Course Code: 104993M | 38 weeks

BSB50120 Diploma of Business
CRICOS Course Code: 104998F | 58 weeks

BSB30120 Certificate III in Business

CRICOS Course Code: 104997G

This qualification reflects the varied roles of individuals across different industry sectors who apply a broad range of competencies using some discretion, judgment and relevant theoretical knowledge. Students will learn to provide technical advice and support to a team, have an understanding of safe work practices, have awareness of diversity within the workplace, juggle customer complaints, and learn to have an overall self awareness. This course is a great introduction to the foundations and the workings of a workplace, and skills acquired can be applied throughout both personal and employment environments.



Start Dates
Weekly



20 Weeks
Study Weeks: 18 weeks // Supervised Study Weeks: 1 week // Holidays: 1 weeks



Face-to-Face
15 hrs / week



Distance
5 hrs / week



Campus
Gold Coast



Potential Career Outcomes
Customer Service Representative // Office Administrator // Small Business Entrepreneur



Entry Requirements
Please see page 14 for the full Entry Requirements

Subjects

01. There’s No I in Team

BSBCRT311 Apply critical thinking skills in a team environment

Critical thinking skills rank among the most in-demand skills for job candidates. Learn how to apply critical thinking skills to generate solutions to workplace problems in a team environment.

02. Are You OK?

BSBPEF201 Support personal wellbeing in the workplace

Workplace wellbeing relates to how workers feel about themselves and their work. This unit show you how to advocate for and feel empowered about personal wellbeing in the workplace. It involves developing and applying basic knowledge of factors that may influence wellbeing, both positively and negatively.

03. One Planet

BSBSUS211 Participate in sustainable work practices

Sustainability has the power to unite staff to create a better work culture and work-life balance, and has a great impact on customers and the world. This unit will help you measure, support and find opportunities to improve the sustainability of work practices.

04. We Are the World

BSBTWK301 Use inclusive work practices

Culture is considered to be the underlying values that direct how people behave. Learning how to recognise and interact productively with diverse groups of individuals will address concerns over cultural differences and diversity in the workplace.

05. Safety First

BSBWHS311 Assist with maintaining workplace safety

Learn how to assist with implementing and monitoring an organisation’s work health and safety (WHS) policies, procedures and programs.

06. Talk to Me

BSBSUS211 Participate in sustainable work practices

Effective communication can increase employee engagement, boost workplace productivity, and drive business growth. Get the communication skills to communicate (through written, oral and nonverbal form) in the workplace.

07. It’s in the Stats

BSBDAT201 Collect and record data

Collecting data allows you to store and analyze important information about your existing and potential customers. This unit will teach you how to collect and record data according to organisational policies and procedures.

08. Tech Speak

BSBTEC202 Use digital technologies to communicate in a work environment

In addition to keeping employees informed, digital communication and technology enable all employees throughout an organisation to have a voice and effectively identify, select and use available methods of digital communication.

09. Get It Together

BSBPEF301 Organise personal work priorities

At work and in business, you have a responsibility to deliver the work expected of you, to the required standard and within the required time frames. In this unit you will learn how to establish work goals, assess and prioritise workloads and develop professional competence.

10. Is The Customer Always Right?

BSBOPS305 Process customer complaints

Regardless of how successful a business is or how high the quality of the product or service it provides, customer complaints are inevitable. In this unit you will learn, when things do go wrong, how your business needs to deal with complaints in a positive way and use the feedback effectively to make improvements to the business to reduce future complaints.

11. File It

BSBINS302 Organise workplace information

This unit describes the skills and knowledge required to gather, organise and apply workplace information in the context of an organisation’s work processes and knowledge management systems. Without an organised information system the business becomes inefficient with potentially higher costs.

12. Cheer Squad

SIRXMKT001 Support marketing and promotional activities

Promotional strategies and marketing go hand in hand. Marketing your brand or product will include different aspects of manufacturing, promoting and selling products to the customers. In this unit you will learn how to support the implementation of marketing and promotional activities.

13. Let’s Compare Calendars

BSBOPS303 Organise schedules

Learn how to manage appointments and diaries for personnel within an organisation which will involve using manual and electronic diaries, schedules and other appointment systems.

BSB40120 Certificate IV in Business

CRICOS Course Code: 104993M

Level up your sales and marketing skills to unlock the secret of starting a successful business. In this certificate you'll learn about building networks, addressing customer needs, profiling the market and developing a sales plan. If you are looking to establish a business, restructure an operational business, or you just have an appetite for entrepreneurship, sales and marketing, this is the certificate for you.



Start Date
Monthly



38 Weeks
Study: 27 weeks // Supervised Study: 3 weeks // Holidays: 6 weeks



Face-to-Face
15 hrs / week



Distance
5 hrs / week



Campus
Gold Coast



Potential Career Outcomes
Sales Manager // Customer Service Manager // Start Your Own Business



Entry Requirements
Please see page 14 for the full Entry Requirements

Subjects

01. Enough about you, how about Me

BSBPEF401 Manage personal health and wellbeing // BSBPEF403 Lead personal development

A self-care plan can help you enhance your health and wellbeing, manage your stress, and maintain professionalism. Learn to identify activities and practices that support your wellbeing as a professional and help you to sustain positive self-care in the long-term.

02. Safety Goals

BSBWHS411 Implement and monitor WHS policies, procedures and programs

Managing workplace health and safety obligations is a complicated job. You are required to assess, mitigate and control risks that may impact the health, safety or welfare of those working in and visiting with your workplace. Learn how to implement and monitor an organisation's WHS policies, procedures and programs.

03. Cerebration

BSBCRT411 Apply critical thinking to work practices

Everyone thinks. It is our nature to do so. But much of our thinking, left to itself, is biased, distorted, partial, uninformed, or downright prejudiced. Learn how to use advanced-level critical thinking skills in a workplace context. This includes using methods of analysis, synthesis and evaluation.

04. Marketing Complexities

BSBWRT411 Write complex documents // BSBMKG433 Undertake marketing activities

It's great to have ideas but you need to have the know how involved with preparing, coordinating and reviewing basic marketing activities. In doing so, you will learn how to plan, draft and finalise complex documents which are a vital part of any career pathway.

05. Influence and Network

BSBTWK401 Build and maintain business relationships

Relationships matter! They are the foundation on which your business should be built and they need to be nurtured. Maintaining and improving ongoing relationships with clients and building a comprehensive network will help your business to soar to new heights! In this unit you will learn how initiate interpersonal communication with clients, establish management strategies and maintain ongoing relationships with customers and your network.

06. Target Practice

SIRXSL5003 Achieve sales results

The importance of positive sales results in business can never be overemphasized. The business survival relies on how well salespeople are performing. Learn how to drive the sales of products and services, and create a sales environment, to meet sales targets.

07. Connections

BSBTEC404 Use digital technologies to collaborate in a work environment // BSBXCM401 Apply communication strategies in the workplace

These units will teach you the fundamentals of using digital technologies to collaborate in a workplace context and apply the right communication strategies.

08. Hear All About It

BSBMKG434 Promote products and services

Learn how to convert product knowledge into benefits, evaluate competitors' products, plan and execute promotional activities.

09. What's the Hype

BSBMKG431 Assess marketing opportunities


In today's business environment, sustaining growth and profitability is never a guarantee. Learn how to identify marketing opportunities and to analyse and evaluate opportunities according to organisational marketing objectives.


BSB50120 Diploma of Business


CRICOS Course Code: 104998F

So you may already be familiar with a business plan but perhaps you haven't found the key to unlocking a successful business? Learn about what's involved in running a business from managing staff, executing quality customer service, building policy and procedures to implementing a business plan. In the Diploma of Business you'll have the recipe to build an incredible business.


 **Start Date**
Monthly


 **58 Weeks**
Study: 42 weeks // Supervised Study: 4 weeks // Holidays: 12 weeks

 **Face-to-Face**
15 hrs / week

 **Distance**
5 hrs / week

 **Campus**
Gold Coast

 **Potential Career Outcomes**
Business Owner // General Manager // Business Consultant // Start Your Own Business

 **Entry Requirements**
Please see page 14 for the full Entry Requirements

Subjects

01. The Thinker

BSBCRT511 Develop critical thinking in others

Critical thinking helps employees solve problems and build strategies that make them better at their jobs. This skill is ever important in the workplace as you want your employees to logically connect ideas, find inconsistencies and solve complex problems.

02. Think Outside The Budget

BSBFIN501 Manage budgets and financial plans

All businesses need to be prepared with budgets, this unit will show you how to undertake financial management in an organisation or work area. It includes planning and implementing financial management approaches and supporting and evaluating effectiveness of financial management processes.

03. Check Your Resources

BSBOPS501 Manage business resources

Learn how to manage resources according to planned business strategies. It includes analysing resource requirements, developing resource plans, allocating resources, and reviewing and reporting on resource usage.

04. Rules: Gotta Have Them

BSBSUS511 Develop workplace policies and procedures for sustainability

Business sustainability is often defined as managing the triple bottom line – a process by which businesses manage their financial, social and environmental risks, obligations and opportunities. In this unit you will learn how to develop workplace sustainability policy, communicate, implement and review this policy.

05. Communicate It

BSBXCM501 Lead communication in the workplace

There is a right time and place for communication; effective communication in the workplace simply requires a little structure. Learn how to lead effective communication in the workplace.

06. Don't Be Stupid

BSBOPS504 Manage business risk

Every business will face risks that threatens its success. In this unit you will learn how to identify what could go wrong in a business content, evaluate which risks should be dealt with and implement strategies to deal with those risks.

07. Develop the Plan

BSBPMG430 Undertake project work

Learn how to undertake a straightforward project or a section of a larger project in this unit. You will cover developing a project plan, administering and monitoring the project, finalising and reviewing the project to identify lessons learned for application to future projects.

08. It's Your Responsibility

BSBSUS601 Lead corporate social responsibility

Within this unit you will learn to consult with stakeholders to develop, implement and evaluate corporate social responsibility policy in an organisation.

09. eBusiness

SIRXECM003 Design an ecommerce site

Choosing the right eCommerce platform can either make or break your online store's success. Learn how to design the interface of an eCommerce site. It requires the ability to determine the needs of an eCommerce site, develop designs that enhance usability and appearance, and review site functionality.

10. Business Literacy

BSBINS601 Manage knowledge and information

Companies that fail to share knowledge pay an enormous price for doing so. That makes it imperative for your organization to actively manage its knowledge so to increase its chances of success. Learn to develop and maintain information and data systems to support decision making, and to optimise the use of knowledge and learning throughout the organisation.

11. Access The Outcome

DEFEVL006 Evaluate business performance

Business is unpredictable, and about the only thing that you can count on is that everything continuously changes. You need to constantly measure your business performance so you know what's successful and what isn't. Learn to evaluate the performance of an organisation's business operations.

12. Keep it Short

BSBTWK503 Manage meetings

For some people meetings have become synonymous with wasting time. When you call a meeting you can almost hear the collective groan from down the hall. No matter where you work or who you work for, meetings are an important part of the job. There's only one problem: poorly planned and disorganised meetings are bad for business. Meetings can be the most powerful tool in the success of your business. However, like any tool, you can only fully reap the benefits when you use it properly.



Organisations Mission, Vision and Values

Launch Schedule

| | | | | | | | |
|------------------------|--------------------|------------------|------------|------------------------|-----------------------|-----------|-----------------------|
| 1. Concept Development | 2. Market Research | 3. Business Plan | 4. Funding | 5. Product Development | 6. Marketing Strategy | 7. Launch | 8. Post-Launch Review |
| 1. Concept Development | 2. Market Research | 3. Business Plan | 4. Funding | 5. Product Development | 6. Marketing Strategy | 7. Launch | 8. Post-Launch Review |

ENTRY REQUIREMENTS

Generic Entry Requirements

You will be required to satisfy the below Entry Requirements in order to enrol. Depending on what course you are enrolling in, you may be required to satisfy further Entry Requirements specific to the course.

Academic Entry Requirement:

Students must provide evidence of successful completion of:

- Certificate IV or higher requires a minimum of Year 12 **OR** a minimum of a Certificate III level qualification or higher
- If there is no evidence of the above, the student must sit the Entrepreneur Language, Literacy and Numeracy (LLN) Test and achieve a satisfactory result

Please note: Home country evidence is accepted and must be translated

English Entry Requirement:

Students must provide evidence of successful completion of:

- Upper Intermediate Certificate or higher
- Certificate IV level or higher qualification in Australia
- IELTS 5.5-6, FCE Grade B or C, CAE 160-179, TOEFL 72-94, TOEIC 400-485 (listening), 385-450 (reading)
- Entrepreneur Education English Test, achieving at least Upper Intermediate level

Please note: All English evidence provided must be within a 2 year validity period. Either within two years before the application is made, or within two years of the visa grant

Course Resource Requirements:

The following resources are required to complete our courses:

- Computer Requirements - Students will require continual access to their own laptop computer during class and outside of class to meet distance education requirements

Please note: Students are required to purchase these items at their own expense. Depending on the course you are enrolling in, you may be required to have specific resources.

CREDIT TRANSFER

You may be eligible for Credit Transfers if you hold the same unit(s) from another provider. To be eligible; you must present your certified qualification at enrolment stage, together with the completed 'Course Credit Form'. Once assessed, you will be notified of the outcome. Should your achieved units be equivalent, your CoE/course duration will be reduced according to the amount of time needed to complete the outstanding units.



CALENDARS + TIMETABLES

Academic Calendar 2023

BSB30120 CERTIFICATE III IN BUSINESS (20 WEEKS)

| January | | | | | | | February | | | | | | | March | | | | | | |
|---------|----|----|----|----|----|----|----------|----|----|----|----|----|----|-------|----|----|----|----|----|----|
| M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 | | | 1 | 2 | 3 | 4 | 5 | | | 1 | 2 | 3 | 4 | 5 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 30 | 31 | | | | | | 27 | 28 | | | | | | 27 | 28 | 29 | 30 | 31 | | |

| April | | | | | | | May | | | | | | | June | | | | | | |
|-------|----|----|----|----|----|----|-----|----|----|----|----|----|----|------|----|----|----|----|----|----|
| M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S |
| | | | | | 1 | 2 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | | | 1 | 2 | 3 | 4 | |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 | 29 | 30 | 31 | | | | | 26 | 27 | 28 | 29 | 30 | | |

| July | | | | | | | August | | | | | | | September | | | | | | |
|------|----|----|----|----|----|----|--------|----|----|----|----|----|----|-----------|----|----|----|----|----|----|
| M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S |
| | | | | | 1 | 2 | | 1 | 2 | 3 | 4 | 5 | 6 | | | | | 1 | 2 | 3 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 | 28 | 29 | 30 | 31 | | | | 25 | 26 | 27 | 28 | 29 | 30 | |
| 31 | | | | | | | | | | | | | | | | | | | | |

| October | | | | | | | November | | | | | | | December | | | | | | |
|---------|----|----|----|----|----|----|----------|----|----|----|----|----|----|----------|----|----|----|----|----|----|
| M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S |
| | | | | | | 1 | | | 1 | 2 | 3 | 4 | 5 | | | | | 1 | 2 | 3 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 | 27 | 28 | 29 | 30 | | | | 25 | 26 | 27 | 28 | 29 | 30 | 31 |
| 30 | 31 | | | | | | | | | | | | | | | | | | | |

- Holidays
- Supervised Study Week
- Public Holiday
- Preferred Start Date

Preferred Start Dates

You may commence any Monday. Students who do not start on a preferred start date will complete orientation and then commence class at the start of next unit.

Course Timetable 2023

CERTIFICATE III IN BUSINESS - BSB30120

CLASS 1 & 2

| Time | Monday | Tuesday |
|-------------------|-------------|-------------|
| 8:00am - 11:45am | Collaborate | Collaborate |
| 11:45am - 12:15pm | Break | Break |
| 12:15pm - 4:00pm | Workshop | Collaborate |

CLASS 3

| Time | Monday | Tuesday |
|-------------------|-------------|-------------|
| 8:00am - 11:45am | Collaborate | Collaborate |
| 11:45am - 12:15pm | Break | Break |
| 12:15pm - 4:00pm | Collaborate | Workshop |

COURSE TERMINOLOGY

Workshop (teaching)

During this time your mentor will deliver planned training sessions which are aimed to give you the knowledge and skills required for the unit. Activities may include presentations, group work, interactive games or a range of other hands on and engaging experiences.

Collaborate (facilitated learning)

Your mentor will facilitate your learning during this time and provide guidance and assistance to complete assessment tasks that were introduced in the workshop sessions. You will work either collaboratively on projects and tasks, or complete independent research activities.

DISTANCE EDUCATION

Canvas (Learner Management System)

Canvas is your online learning portal. Within this platform, you will be able to access your course learning materials, assessment requirements, and marked submissions. You will also be able to communicate with your Mentor within this platform, outside of timetabled hours. The system is user friendly and will help keep you on track throughout your studies.

Academic Calendar 2023

BSB40120 CERTIFICATE IV IN BUSINESS (38 WEEKS)

| January | | | | | | | February | | | | | | | March | | | | | | |
|---------|----|----|----|----|----|----|----------|----|----|----|----|----|----|-----------|----|----|----|----|----|----|
| M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 | | | 1 | 2 | 3 | 4 | 5 | | | 1 | 2 | 3 | 4 | 5 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 30 | 31 | | | | | | 27 | 28 | | | | | | 27 | 28 | 29 | 30 | 31 | | |
| April | | | | | | | May | | | | | | | June | | | | | | |
| M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S |
| | | | | | 1 | 2 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | | | 1 | 2 | 3 | 4 | |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 | 29 | 30 | 31 | | | | | 26 | 27 | 28 | 29 | 30 | | |
| July | | | | | | | August | | | | | | | September | | | | | | |
| M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S |
| | | | | | 1 | 2 | | 1 | 2 | 3 | 4 | 5 | 6 | | | | | 1 | 2 | 3 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 | 28 | 29 | 30 | 31 | | | | 25 | 26 | 27 | 28 | 29 | 30 | |
| 31 | | | | | | | | | | | | | | | | | | | | |
| October | | | | | | | November | | | | | | | December | | | | | | |
| M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S |
| | | | | | | 1 | | | 1 | 2 | 3 | 4 | 5 | | | | | 1 | 2 | 3 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 | 27 | 28 | 29 | 30 | | | | 25 | 26 | 27 | 28 | 29 | 30 | 31 |
| 30 | 31 | | | | | | | | | | | | | | | | | | | |

- Holidays
- Supervised Study Week
- Public Holiday
- Preferred Start Date

Preferred Start Dates

You may commence any Monday. Students who do not start on a preferred start date will complete orientation and then commence class at the start of next unit.

Course Timetable 2023

CERTIFICATE IV IN BUSINESS - BSB40120

CLASS 1

| Time | Monday | Tuesday | Thursday |
|-------------------|-------------|-------------|----------|
| 8:00am - 11:45am | Collaborate | Collaborate | Workshop |
| 11:45am - 12:15pm | | Break | |
| 12:15pm - 4:00pm | | Collaborate | |

CLASS 2

| Time | Monday | Tuesday | Wednesday |
|-------------------|-------------|-------------|-----------|
| 8:00am - 11:45am | Collaborate | Collaborate | |
| 11:45am - 12:15pm | | Break | |
| 12:15pm - 4:00pm | | Collaborate | Workshop |

COURSE TERMINOLOGY

Workshop (teaching)

During this time your mentor will deliver planned training sessions which are aimed to give you the knowledge and skills required for the unit. Activities may include presentations, group work, interactive games or a range of other hands on and engaging experiences.

Collaborate (facilitated learning)

Your mentor will facilitate your learning during this time and provide guidance and assistance to complete assessment tasks that were introduced in the workshop sessions. You will work either collaboratively on projects and tasks, or complete independent research activities.

DISTANCE EDUCATION

Canvas (Learner Management System)

Canvas is your online learning portal. Within this platform, you will be able to access your course learning materials, assessment requirements, and marked submissions. You will also be able to communicate with your Mentor within this platform, outside of timetabled hours. The system is user friendly and will help keep you on track throughout your studies.

Academic Calendar 2023

BSB50120 DIPLOMA OF BUSINESS (58 WEEKS)

| January | | | | | | | February | | | | | | | March | | | | | | |
|---------|----|----|----|----|----|----|----------|----|----|----|----|----|----|-------|----|----|----|----|----|----|
| M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 | | | 1 | 2 | 3 | 4 | 5 | | | 1 | 2 | 3 | 4 | 5 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 30 | 31 | | | | | | 27 | 28 | | | | | | 27 | 28 | 29 | 30 | 31 | | |

| April | | | | | | | May | | | | | | | June | | | | | | |
|-------|----|----|----|----|----|----|-----|----|----|----|----|----|----|------|----|----|----|----|----|----|
| M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S |
| | | | | | 1 | 2 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | | | | 1 | 2 | 3 | 4 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 | 29 | 30 | 31 | | | | | 26 | 27 | 28 | 29 | 30 | | |

| July | | | | | | | August | | | | | | | September | | | | | | |
|------|----|----|----|----|----|----|--------|----|----|----|----|----|----|-----------|----|----|----|----|----|----|
| M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S |
| | | | | | 1 | 2 | | 1 | 2 | 3 | 4 | 5 | 6 | | | | | 1 | 2 | 3 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 | 28 | 29 | 30 | 31 | | | | 25 | 26 | 27 | 28 | 29 | 30 | |
| 31 | | | | | | | | | | | | | | | | | | | | |

| October | | | | | | | November | | | | | | | December | | | | | | |
|---------|----|----|----|----|----|----|----------|----|----|----|----|----|----|----------|----|----|----|----|----|----|
| M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S |
| | | | | | | 1 | | | 1 | 2 | 3 | 4 | 5 | | | | | 1 | 2 | 3 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 | 27 | 28 | 29 | 30 | | | | 25 | 26 | 27 | 28 | 29 | 30 | 31 |
| 30 | 31 | | | | | | | | | | | | | | | | | | | |

- Holidays
- Supervised Study Week
- Public Holiday
- Preferred Start Date

Preferred Start Dates

You may commence any Monday. Students who do not start on a preferred start date will complete orientation and then commence class at the start of next unit.

Course Timetable 2023

DIPLOMA OF BUSINESS - BSB50120

CLASS 2

| Time | Monday | Thursday | Friday |
|-------------------|-------------|-------------|----------|
| 8:00am - 11:45am | Collaborate | Collaborate | Workshop |
| 11:45am - 12:15pm | | Break | |
| 12:15pm - 4:00pm | | Collaborate | |

COURSE TERMINOLOGY

Workshop (teaching)

During this time your mentor will deliver planned training sessions which are aimed to give you the knowledge and skills required for the unit. Activities may include presentations, group work, interactive games or a range of other hands on and engaging experiences.

Collaborate (facilitated learning)

Your mentor will facilitate your learning during this time and provide guidance and assistance to complete assessment tasks that were introduced in the workshop sessions. You will work either collaboratively on projects and tasks, or complete independent research activities.

DISTANCE EDUCATION

Canvas (Learner Management System)

Canvas is your online learning portal. Within this platform, you will be able to access your course learning materials, assessment requirements, and marked submissions. You will also be able to communicate with your Mentor within this platform, outside of timetabled hours. The system is user friendly and will help keep you on track throughout your studies.



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