



Educating for Excellence

Australian Ideal College

RTO No.: 91679 CRICOS Provider Code: 03053G ABN: 15 126 592 756
 Sydney Campus: Level 7 & 8, 75 King St, Sydney NSW 2000
 Adelaide Campus: Level 3, 21-23 Rundle Mall, Adelaide SA 5000
 Hobart Campus: Ground Floor, 116 Murray St, Hobart TAS 7000
 Tel: +61-2-92622968 Fax: +61-2-9262 2938
 Email: info@aic.edu.au Website: www.aic.edu.au

BSB30415 Certificate III in Business Administration Term 1, 2021 Timetable

Term	Date	Week	Unit of Competency	Unit Code	Assessment Submission Due Date
B1 Term 1, 2021	04/01/2021	1	Design and produce digital text documents	BSBITU313	17/01/2021
	11/01/2021	2			
	18/01/2021	3	Write simple documents	BSBWRT301	24/01/2021
	25/01/2021	4	Develop keyboarding speed and accuracy	BSBITU307	07/02/2021
	01/02/2021	5			
B2 Term 1, 2021	08/02/2021	6	Maintain business resources	BSBADM311	14/02/2021
	15/02/2021	7	Contribute to health and safety of self and others	BSBWHS201	21/02/2021
	22/02/2021	8	Create electronic presentations	BSBITU312	28/02/2021
	01/03/2021	9	Design and produce spreadsheets	BSBITU314	14/03/2021
	08/03/2021	10			
Term Break (15/03/2021 to 04/04/2021) - 3 Weeks					



Educating for Excellence

Australian Ideal College

RTO No.: 91679 CRICOS Provider Code: 03053G ABN: 15 126 592 756
 Sydney Campus: Level 7 & 8, 75 King St, Sydney NSW 2000
 Adelaide Campus: Level 3, 21-23 Rundle Mall, Adelaide SA 5000
 Hobart Campus: Ground Floor, 116 Murray St, Hobart TAS 7000
 Tel: +61-2-92622968 Fax: +61-2-9262 2938
 Email: info@aic.edu.au Website: www.aic.edu.au

BSB40515 Certificate IV in Business Administration Term 1, 2021 Timetable

Term	Date	Week	Unit of Competency	Unit Code	Assessment Submission Due Date
B1 Term 1, 2021	04/01/2021	1	Make a presentation	BSBCMM401	17/01/2021
	11/01/2021	2			
	18/01/2021	3	Produce Complex Desktop Published Document	BSBITU404	07/02/2021
	25/01/2021	4			
	01/02/2021	5			
B2 Term 1, 2021	08/02/2021	6	Develop and Use Complex Spreadsheet	BSBITU402	21/02/2021
	15/02/2021	7			
	22/02/2021	8	Organise meetings	BSBADM405	28/02/2021
	01/03/2021	9	Administer Projects	BSBADM407	14/03/2021
	08/03/2021	10			
Term Break (15/03/2021 to 04/04/2021) - 3 Weeks					



Educating for Excellence

Australian Ideal College

RTO No.: 91679 CRICOS Provider Code: 03053G ABN: 15 126 592 756
 Sydney Campus: Level 7 & 8, 75 King St, Sydney NSW 2000
 Adelaide Campus: Level 3, 21-23 Rundle Mall, Adelaide SA 5000
 Hobart Campus: Ground Floor, 116 Murray St, Hobart TAS 7000
 Tel: +61-2-92622968 Fax: +61-2-9262 2938
 Email: info@aic.edu.au Website: www.aic.edu.au

BSB51918 Diploma of Leadership and Management Term 1, 2021 Timetable

Term	Date	Week	Unit of Competency	Unit Code	Assessment Submission Due Date
B1 Term 1, 2021	04/01/2021	1	Manage people performance	BSBMGT502	07/02/2021
	11/01/2021	2			
	18/01/2021	3			
	25/01/2021	4			
	01/02/2021	5			
B2 Term 1, 2021	08/02/2021	6	Lead and manage team effectiveness	BSBWOR502	28/02/2021
	15/02/2021	7			
	22/02/2021	8			
	01/03/2021	9	Manage an information or knowledge management system	BSBINM501	14/03/2021
	08/03/2021	10			
Term Break (15/03/2021 to 04/04/2021) - 3 Weeks					



Educating for Excellence

Australian Ideal College

RTO No.: 91679 CRICOS Provider Code: 03053G ABN: 15 126 592 756
 Sydney Campus: Level 7 & 8, 75 King St, Sydney NSW 2000
 Adelaide Campus: Level 3, 21-23 Rundle Mall, Adelaide SA 5000
 Hobart Campus: Ground Floor, 116 Murray St, Hobart TAS 7000
 Tel: +61-2-92622968 Fax: +61-2-9262 2938
 Email: info@aic.edu.au Website: www.aic.edu.au

BSB61015 Advanced Diploma of Leadership and Management Term 1, 2021 Timetable

Term	Date	Week	Unit of Competency	Unit Code	Assessment Submission Due Date
B1 Term 1, 2021	04/01/2021	1	Provide leadership across the organisation	BSBMGT605	07/02/2021
	11/01/2021	2			
	18/01/2021	3			
	25/01/2021	4			
	01/02/2021	5			
B2 Term 1, 2021	08/02/2021	6	Lead and manage organisational change	BSBINN601	14/03/2021
	15/02/2021	7			
	22/02/2021	8			
	01/03/2021	9			
	08/03/2021	10			
Term Break (15/03/2021 to 04/04/2021) - 3 Weeks					