



Educating for Excellence

Australian Ideal College

Registered as Australian Ideal College Pty Ltd

RTO No.: 91679 | CRICOS Provider Code: 03053G

Sydney Campus: Level 7 & 8, 75 King Street, Sydney NSW 2000 Australia

Adelaide Campus: Level 3, 21-23 Rundle Mall, Adelaide SA 5000 Australia

Hobart Campus: GRD Floor, 116 Murray Street, Hobart TAS 7000 Australia

T: +61-2-9262 2968 (Sydney) | +61-8-8123 5780 (Adelaide) | +61-3-6231 2141 (Hobart)

E: info@aic.edu.au | W: www.aic.edu.au

BSB30120 Certificate III in Business (Administration)					
Term 2, 2024 Timetable					
Term	Date	Week	Unit of Competency	Unit Code	Assessment Submission Due Date
B3, T2, 2024	15/04/2024	1	Process financial transactions	BSBFIN301	28/04/2024
	22/04/2024	2			
	29/04/2024	3	Maintain financial records	BSBFIN302	12/05/2024
	06/05/2024	4			
	13/05/2024	5			
B4, T2, 2024	20/05/2024	6	Develop and present business proposals	BSBESB302	02/06/2024
	27/05/2024	7			
	03/06/2024	8	Participate in sustainable work practices	BSBSUS211	09/06/2024
	10/06/2024	9	Assist with maintaining workplace safety	BSBWHS311	16/06/2024
Term Break (17/06/2024-14/07/2024) - 4 Weeks					



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BSB40120 Certificate IV in Business (Administration)					
Term 2, 2024 Timetable					
Term	Date	Week	Unit of Competency	Unit Code	Assessment Submission Due Date
B3, T2, 2024	15/04/2024	1	Design and produce complex spreadsheets	BSBTEC402	19/05/2024
	22/04/2024	2			
	29/04/2024	3			
	06/05/2024	4			
	13/05/2024	5			
B4, T2, 2024	20/05/2024	6	Apply critical thinking to work practices	BSBCRT411	02/06/2024
	27/05/2024	7	Organise business meetings	BSBOPS405	16/06/2024
	03/06/2024	8			
	10/06/2024	9			
Term Break (17/06/2024-14/07/2024) - 4 Weeks					



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BSB50420 Diploma of Leadership and Management					
Term 2, 2024 Timetable					
Term	Date	Week	Unit of Competency	Unit Code	Assessment Submission Due Date
B3, T2, 2024	15/04/2024	1	Manage budgets and financial plans	BSBFIN501	19/05/2024
	22/04/2024	2			
	29/04/2024	3			
	06/05/2024	4			
	13/05/2024	5			
B4, T2, 2024	20/05/2024	6	Manage Business Operational Plans	BSBOPS502	02/06/2024
	27/05/2024	7	Facilitate Continuous Improvement	BSBST502	16/06/2024
	03/06/2024	8			
	10/06/2024	9			
Term Break (17/06/2024-14/07/2024) - 4 Weeks					



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BSB60420 Advanced Diploma of Leadership and Management

Term 2, 2024 Timetable (78 Weeks)

Term	Date	Week	Unit of Competency	Unit Code	Assessment Submission Due Date
B3, T2, 2024	15/04/2024	1	Communicate with influence	BSBCMM511	19/05/2024
	22/04/2024	2			
	29/04/2024	3			
	06/05/2024	4			
	13/05/2024	5			
B4, T2, 2024	20/05/2024	6	Develop critical thinking in others	BSBCRT511	16/06/2024
	27/05/2024	7			
	03/06/2024	8			
	10/06/2024	9			
Term Break (17/06/2024-14/07/2024) - 4 Weeks					



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BSB60420 Advanced Diploma of Leadership and Management

Term 2, 2024 Timetable (52 Weeks)

Term	Date	Week	Unit of Competency	Unit Code	Assessment Submission Due Date
B3, T2, 2024	15/04/2024	1	Manage organisational finances	BSBFIN601	19/05/2024
	22/04/2024	2			
	29/04/2024	3			
	06/05/2024	4			
	13/05/2024	5			
B4, T2, 2024	20/05/2024	6	Contribute to strategic workforce planning	BSBHRM614	02/06/2024
	27/05/2024	7	Manage innovation and continuous improvement	BSBSTR601	16/06/2024
	03/06/2024	8			
	10/06/2024	9			
Term Break (17/06/2024-14/07/2024) - 4 Weeks					