2024 Academic Timetable
BSB50120 – Diploma of Business (52 Weeks)

Shift 1: Monday to Tuesday - 8:00am to 4:30pm and Wednesday - 8:00am to 12:00pm

Shift 2: Thursday to Friday - 8:00am to 4:30pm and Saturday - 8:00am to 12:00pm

Shift 3: Friday - 5:00pm to 9:00pm and Saturday - 12:15pm to 8:45pm, Sunday - 8:00am to 4:30pm

Shift 4: Saturday/Sunday – 08:30 AM to 20:00

St Thomas College

Date (Starting Monday)	Week	Unit of Competency
15-Jan-24	1	BSBCRT511 Develop critical thinking in others
22-Jan-24	2	BSBCRT511 Develop critical thinking in others
29-Jan-24	3	BSBCRT511 Develop critical thinking in others
05-Feb-24	4	BSBCRT511 Develop critical thinking in others
12-Feb-24	5	BSBWRT411 Write complex documents
19-Feb-24	6	BSBWRT411 Write complex documents
26-Feb-24	7	BSBWRT411 Write complex documents
04-Mar-24	8	BSBLDR523 Lead and manage effective workplace relationships
11-Mar-24	9	BSBLDR523 Lead and manage effective workplace relationships
18-Mar-24	10	BSBLDR523 Lead and manage effective workplace relationships
Term Break (3 Weeks)		
15-Apr-24	14	BSBOPS501 Manage business resources
22-Apr-24	15	BSBOPS501 Manage business resources
29-May-24	16	BSBOPS501 Manage business resources
06-May-24	17	BSBOPS501 Manage business resources
13-May-24	18	BSBCMM411 Make a presentation
20-May-24	19	BSBCMM411 Make a presentation
27-May-24	20	BSBXCM501 Lead communication in the workplace
03-Jun-24	21	BSBXCM501 Lead communication in the workplace
10-Jun-24	24	BSBXCM501 Lead communication in the workplace
17-Jun-24	23	BSBXCM501 Lead communication in the workplace
Term Break (3 Weeks)		
15-Jul-24	27	BSBFIN501 Manage budgets and financial plans
22-Jul-24	28	BSBFIN501 Manage budgets and financial plans
29-Jul-24	29	BSBFIN501 Manage budgets and financial plans
05-Aug-24	30	BSBFIN501 Manage budgets and financial plans
12-Aug-24	31	BSBOPS504 Manage business risk
19-Aug-24	32	BSBOPS504 Manage business risk
26-Aug-24	33	BSBOPS504 Manage business risk
02-Sep-24	34	BSBMKG541 Identify and evaluate marketing opportunities
09-Sep-24	35	BSBMKG541 Identify and evaluate marketing opportunities
16-Sep-24	36	BSBMKG541 Identify and evaluate marketing opportunities
Term Break (2 Weeks)		
07-Oct-24	39	BSBSUS511 Develop workplace policies and procedures for sustainability
14-Oct-24	40	BSBSUS511 Develop workplace policies and procedures for sustainability
21-Oct-24	41	BSBSUS511 Develop workplace policies and procedures for sustainability
28-Oct-24	42	BSBSUS511 Develop workplace policies and procedures for sustainability
04-Nov-24	43	BSBTWK503 Manage meetings
11-Nov-24	44	BSBTWK503 Manage meetings
18-Nov-24	45	BSBTWK503 Manage meetings
25-Nov-24	46	BSBPEF501 Manage personal and professional development
02-Dec-24	47	BSBPEF501 Manage personal and professional development
09-Dec-24	48	BSBPEF501 Manage personal and professional development
Term Break (4 Weeks)		

2025 Academic Timetable
BSB50120 – Diploma of Business (52 Weeks)

St Thomas College

Shift 1: Monday to Tuesday - 8:00am to 4:30pm and Wednesday - 8:00am to 12:00pm

Shift 2: Thursday to Friday - 8:00am to 4:30pm and Saturday - 8:00am to 12:00pm

Shift 3: Friday - 5:00pm to 9:00pm and Saturday - 12:15pm to 8:45pm, Sunday - 8:00am to 4:30pm

Shift 4: Saturday/Sunday – 08:30 AM to 20:00

Date (Starting Monday)	Week	Unit of Competency
13-Jan-25	1	BSBCRT511 Develop critical thinking in others
20-Jan-25	2	BSBCRT511 Develop critical thinking in others
27-Jan-25	3	BSBCRT511 Develop critical thinking in others
03-Feb-25	4	BSBCRT511 Develop critical thinking in others
10-Feb-25	5	BSBWRT411 Write complex documents
17-Feb-25	6	BSBWRT411 Write complex documents
24-Feb-25	7	BSBWRT411 Write complex documents
03-Mar-25	8	BSBLDR523 Lead and manage effective workplace relationships
10-Mar-25	9	BSBLDR523 Lead and manage effective workplace relationships
17-Mar-25	10	BSBLDR523 Lead and manage effective workplace relationships
Term Break (3 Weeks)		
14-Apr-25	14	BSBOPS501 Manage business resources
21-Apr-25	15	BSBOPS501 Manage business resources
28-Apr-25	16	BSBOPS501 Manage business resources
05-May-25	17	BSBOPS501 Manage business resources
12-May-25	18	BSBCMM411 Make a presentation
19-May-25	19	BSBCMM411 Make a presentation
26-May-25	20	BSBXCM501 Lead communication in the workplace
02-Jun-25	21	BSBXCM501 Lead communication in the workplace
09-Jun-25	24	BSBXCM501 Lead communication in the workplace
16-Jun-25	23	BSBXCM501 Lead communication in the workplace
Term Break (3 Weeks)		
14-Jul-25	27	BSBFIN501 Manage budgets and financial plans
21-Jul-25	28	BSBFIN501 Manage budgets and financial plans
28-Aug-25	29	BSBFIN501 Manage budgets and financial plans
04-Aug-25	30	BSBFIN501 Manage budgets and financial plans
11-Aug-25	31	BSBOPS504 Manage business risk
18-Aug-25	32	BSBOPS504 Manage business risk
25-Aug-25	33	BSBOPS504 Manage business risk
01-Sep-25	34	BSBMKG541 Identify and evaluate marketing opportunities
08-Sep-25	35	BSBMKG541 Identify and evaluate marketing opportunities
15-Sep-25	36	BSBMKG541 Identify and evaluate marketing opportunities
Term Break (2 Weeks)		
06-Oct-25	39	BSBSUS511 Develop workplace policies and procedures for sustainability
13-Oct-25	40	BSBSUS511 Develop workplace policies and procedures for sustainability
20-Oct-25	41	BSBSUS511 Develop workplace policies and procedures for sustainability
27-Oct-25	42	BSBSUS511 Develop workplace policies and procedures for sustainability
03-Nov-25	43	BSBTWK503 Manage meetings
10-Nov-25	44	BSBTWK503 Manage meetings
17-Nov-25	45	BSBTWK503 Manage meetings
24-Nov-25	46	BSBPEF501 Manage personal and professional development
01-Dec-25	47	BSBPEF501 Manage personal and professional development
08-Dec-25	48	BSBPEF501 Manage personal and professional development
Term Break (4 Weeks)		