



Course Training Schedule for Certificate IV in Small Business Management

Semester 1, 2010: Version 1.2

National Qualification Code BSB40407

Classes will start on Friday 26 February and end on Friday 21 May 2010, 1.30pm-4.30pm. Competencies – 10 : 4 Core + 6 Electives

Week	Date	Topic Area	Unit Coverage	Unit Name	Assessments
1	Friday, 26 February 2010		Introduction	Introduction to Small Business Management	Assignment starts: 1. Small Business design proposal
2	Friday, 12 March 2010	The Business Plan - Legalities	BSBSMB404A C BSBSMB401A C	Undertake small business planning Establish legal and risk management requirements of small business	Progress check: 1. Small Business design proposal
3	Friday, 19 March 2010	The Marketing Plan	BSBSMB403A C	Market the small business	Assignment starts: 2. Small Business Marketing Plan
4	Friday, 26 March 2010	The Operations Plan	BSBSMB405A E	Monitor and manage small business operations	Assignment Due: 1. Small Business design proposal
5	Friday, 2 April 2010	The Personal Plan	BSBSMB407A E BSBADMB506B E	Manage a small team Manage business document, design and development	Progress check: 2. Small Business Marketing Plan
6	Friday, 9 April 2010	The Financial Plan	BSBSMB402A C	Plan small business finances	Assignment Due: 2. Small Business Marketing Plan
7	Friday, 30 April 2010	Communication	BSBREL402A E BSBCUS401A E	Relationship Management Coordinate implementation of customer strategies	Assignment starts: 3. HR Management
8	Friday, 7 May 2010 (School hols)	Communication	As for Friday, 30 April continued	As for Friday, 30 April continued	Progress check: 3. HR Management
9	Friday, 14 May 2010 (School hols)	Design & develop Documents	BSBITU401A E BSBITU402A E	Design and develop complex text documents Develop and use complex spreadsheets	Assignment starts 4. Final Business Plan - presentation
10	Friday, 21 May 2010	Revision	Review, catch up and complete work.	Feedback & mentoring on business plans & business documents	Assignments Due: 3. HR Management 4. Final Business Plan - presentation