



BSB30415 Certificate III in Business Administration Term 4, 2020 Timetable

Term	Date	Week	Unit of Competency	Unit Code	Assessment Submission Due Date
B7 Term 4, 2020	5/10/2020	1	Maintain a general ledger	BSBFIA304	18/10/2020
	12/10/2020	2			
	19/10/2020	3	Organise workplace information	BSBINM301	25/10/2020
	26/10/2020	4	Process accounts payable and receivable	BSBFIA303	08/11/2020
	2/11/2020	5			
B8 Term 4, 2020	9/11/2020	6	Deliver and monitor a service to customers	BSBCUS301	22/11/2020
	16/11/2020	7			
	23/11/2020	8	Organise schedules	BSBADM307	29/11/2020
	30/11/2020	9	Work effectively with diversity	BSBDIV301	13/12/2020
	7/12/2020	10			
Term Break (14/12/2020 to 03/01/2021 - 3 Weeks)					



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Australian Ideal College

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BSB40515 Certificate IV in Business Administration Term 4, 2020 Timetable

Term	Date	Week	Unit of Competency	Unit Code	Assessment Submission Due Date
Term 4, 2020 B7	5/10/2020	1	Develop work priorities	BSBWOR404	18/10/2020
	12/10/2020	2			
	19/10/2020	3	Prepare financial reports	BSBFIA401	08/11/2020
	26/10/2020	4			
	2/11/2020	5			
Term 4, 2020 B8	9/11/2020	6	Coordinate implementation of customer service strategies	BSBCUS401	22/11/2020
	16/11/2020	7			
	23/11/2020	8	Establish networks	BSBREL401	29/11/2020
	30/11/2020	9	Develop teams and individual	BSBLED401	13/12/2020
	7/12/2020	10			
Term Break (14/12/2020 to 03/01/2021 - 3 Weeks)					



BSB51918 Diploma of Leadership and Management Term 4, 2020 Timetable

Term	Date	Week	Unit of Competency	Unit Code	Assessment Submission Due Date
Term 4, 2020 B7	5/10/2020	1	Ensure a safe workplace for a work area	BSBWHS521	18/10/2020
	12/10/2020	2			
	19/10/2020	3	Support the recruitment, selection and induction of staff	BSBHRM405	08/11/2020
	26/10/2020	4			
	2/11/2020	5			
Term 4, 2020 B8	9/11/2020	6	Manage employee relations	BSBWRK520	13/12/2020
	16/11/2020	7			
	23/11/2020	8			
	30/11/2020	9			
	7/12/2020	10			
Term Break (14/12/2020 to 03/01/2021 - 3 Weeks)					



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BSB61015 Advanced Diploma of Leadership and Management Term 4, 2020 Timetable

Term	Date	Week	Unit of Competency	Unit Code	Assessment Submission Due Date
Term 4, 2020 B7	5/10/2020	1	Manage risk	BSBR501	08/11/2020
	12/10/2020	2			
	19/10/2020	3			
	26/10/2020	4			
	2/11/2020	5			
Term 4, 2020 B8	9/11/2020	6	Manage innovation and continuous improvement	BSBMGT608	13/12/2020
	16/11/2020	7			
	23/11/2020	8			
	30/11/2020	9			
	7/12/2020	10			
Term Break (14/12/2020 to 03/01/2021 - 3 Weeks)					