



BSB30415 Certificate III in Business Administration Term 2, 2022 Timetable

Term	Date	Week	Unit of Competency	Unit Code	Assessment Submission Due Date
B3, T2, 2022	18/04/2022	1	Maintain a general ledger	BSBFIA304	01/05/2022
	25/04/2022	2			
	02/05/2022	3	Organise workplace information	BSBINM301	08/05/2022
	09/05/2022	4	Process accounts payable and receivable	BSBFIA303	22/05/2022
	16/05/2022	5			
B4, T2, 2022	23/05/2022	6	Deliver and monitor a service to customers	BSBCUS301	05/06/2022
	30/05/2022	7			
	06/06/2022	8	Organise schedules	BSBADM307	12/06/2022
	13/06/2022	9	Work effectively with diversity	BSBDIV301	19/06/2022
Term Break (20/06/2022-17/07/2022) - 4 Weeks					



BSB40515 Certificate IV in Business Administration Term 2, 2022 Timetable

Term	Date	Week	Unit of Competency	Unit Code	Assessment Submission Due Date
B3, T2, 2022	18/04/2022	1	Develop work priorities	BSBWOR404	01/05/2022
	25/04/2022	2			
	02/05/2022	3	Prepare financial reports	BSBFIA401	22/05/2022
	09/05/2022	4			
	16/05/2022	5			
B4, T2, 2022	23/05/2022	6	Coordinate implementation of customer service strategies	BSBCUS401	05/06/2022
	30/05/2022	7			
	06/06/2022	8	Establish networks	BSBREL401	12/06/2022
	13/06/2022	9	Develop teams and individual	BSBLED401	19/06/2022
Term Break (20/06/2022-17/07/2022) - 4 Weeks					



Educating for Excellence

BSB51918 Diploma of Leadership and Management Term 2, 2022 Timetable

Term	Date	Week	Unit of Competency	Unit Code	Assessment Submission Due Date
B3, T2, 2022	18/04/2022	1	Manage budgets and financial plans	BSBFIM501	22/05/2022
	25/04/2022	2			
	02/05/2022	3			
	09/05/2022	4			
	16/05/2022	5			
B4, T2, 2022	23/05/2022	6	Manage Operational Plan	BSBMGT517	05/06/2022
	30/05/2022	7			
	06/06/2022	8	Facilitate Continuous Improvement	BSBMGT516	19/06/2022
	13/06/2022	9			
Term Break (20/06/2022-17/07/2022) - 4 Weeks					



BSB61015 Advanced Diploma of Leadership and Management Term 2, 2022 Timetable					
Term	Date	Week	Unit of Competency	Unit Code	Assessment Submission Due Date
B3, T2, 2022	18/04/2022	1	Manage risk	BSBR501	22/05/2022
	25/04/2022	2			
	02/05/2022	3			
	09/05/2022	4			
	16/05/2022	5			
B4, T2, 2022	23/05/2022	6	Manage innovation and continuous improvement	BSBMGT608	19/06/2022
	30/05/2022	7			
	06/06/2022	8			
	13/06/2022	9			
Term Break (20/06/2022-17/07/2022) - 4 Weeks					