



BSB30415 Certificate III in Business Administration Term 4, 2021 Timetable

Term	Date	Week	Unit of Competency	Unit Code	Assessment Submission Due Date
B7 Term 4, 2021	04/10/2021	1	Maintain a general ledger	BSBFIA304	17/10/2021
	11/10/2021	2			
	18/10/2021	3	Organise workplace information	BSBINM301	24/10/2021
	25/10/2021	4	Process accounts payable and receivable	BSBFIA303	07/11/2021
	01/11/2021	5			
B8 Term 4, 2021	08/11/2021	6	Deliver and monitor a service to customers	BSBCUS301	21/11/2021
	15/11/2021	7			
	22/11/2021	8	Organise schedules	BSBADM307	28/11/2021
	29/11/2021	9	Work effectively with diversity	BSBDIV301	12/12/2021
	06/12/2021	10			
Term Break (13/12/2021 to 02/01/2022) - 3 Weeks					



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BSB40515 Certificate IV in Business Administration Term 4, 2021 Timetable

Term	Date	Week	Unit of Competency	Unit Code	Assessment Submission Due Date
B7 Term 4, 2021	04/10/2021	1	Develop work priorities	BSBWOR404	17/10/2021
	11/10/2021	2			
	18/10/2021	3	Prepare financial reports	BSBFIA401	07/11/2021
	25/10/2021	4			
	01/11/2021	5			
B8 Term 4, 2021	08/11/2021	6	Coordinate implementation of customer service strategies	BSBCUS401	21/11/2021
	15/11/2021	7			
	22/11/2021	8	Establish networks	BSBREL401	28/11/2021
	29/11/2021	9	Develop teams and individual	BSBLED401	12/12/2021
	06/12/2021	10			
Term Break (13/12/2021 to 02/01/2022) - 3 Weeks					



BSB51918 Diploma of Leadership and Management Term 4, 2021 Timetable

Term	Date	Week	Unit of Competency	Unit Code	Assessment Submission Due Date
B7 Term 4, 2021	04/10/2021	1	Ensure a safe workplace for a work area	BSBWHS521	17/10/2021
	11/10/2021	2			
	18/10/2021	3	Support the recruitment, selection and induction of staff	BSBHRM405	07/11/2021
	25/10/2021	4			
	01/11/2021	5			
B8 Term 4, 2021	08/11/2021	6	Manage employee relations	BSBWRK520	12/12/2021
	15/11/2021	7			
	22/11/2021	8			
	29/11/2021	9			
	06/12/2021	10			
Term Break (13/12/2021 to 02/01/2022) - 3 Weeks					



BSB61015 Advanced Diploma of Leadership and Management Term 4, 2021 Timetable

Term	Date	Week	Unit of Competency	Unit Code	Assessment Submission Due Date
B7 Term 4, 2021	04/10/2021	1	Manage finances	BSBFIM601	07/11/2021
	11/10/2021	2			
	18/10/2021	3			
	25/10/2021	4			
	01/11/2021	5			
B8 Term 4, 2021	08/11/2021	6	Manage human resources strategic planning	BSBHRM602	12/12/2021
	15/11/2021	7			
	22/11/2021	8			
	29/11/2021	9			
	06/12/2021	10			
Term Break (13/12/2021 to 02/01/2022) - 3 Weeks					