



Educating for Excellence

BSB30415 Certificate III in Business Administration Term 3, 2021 Timetable

Term	Date	Week	Unit of Competency	Unit Code	Assessment Submission Due Date
B5 Term 3, 2021	05/07/2021	1	Design and produce digital text documents	BSBITU313	18/07/2021
	12/07/2021	2			
	19/07/2021	3	Write simple documents	BSBWRT301	25/07/2021
	26/07/2021	4	Develop keyboarding speed and accuracy	BSBITU307	08/08/2021
	02/08/2021	5			
B6 Term 3, 2021	09/08/2021	6	Maintain business resources	BSBADM311	15/08/2021
	16/08/2021	7	Contribute to health and safety of self and others	BSBWHS201	22/08/2021
	23/08/2021	8	Create electronic presentations	BSBITU312	29/08/2021
	30/08/2021	9	Design and produce spreadsheets	BSBITU314	12/09/2021
	06/09/2021	10			
Term Break (13/09/2021 - 03/10/2021) - 3 Weeks					



BSB40515 Certificate IV in Business Administration Term 3, 2021 Timetable

Term	Date	Week	Unit of Competency	Unit Code	Assessment Submission Due Date
B5 Term 3, 2021	05/07/2021	1	Make a presentation	BSBCMM401	18/07/2021
	12/07/2021	2			
	19/07/2021	3	Produce complex desktop published document	BSBITU404	08/08/2021
	26/07/2021	4			
	02/08/2021	5			
B6 Term 3, 2021	09/08/2021	6	Develop and use complex spreadsheet	BSBITU402	22/08/2021
	16/08/2021	7			
	23/08/2021	8	Organise meetings	BSBADM405	29/08/2021
	30/08/2021	9	Administer projects	BSBADM407	12/09/2021
	06/09/2021	10			
Term Break (13/09/2021 - 03/10/2021) - 3 Weeks					



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BSB51918 Diploma of Leadership and Management Term 3, 2021 Timetable

Term	Date	Week	Unit of Competency	Unit Code	Assessment Submission Due Date
B5 Term 3, 2021	05/07/2021	1	Lead and manage effective workplace relationships	BSBLDR502	08/08/2021
	12/07/2021	2			
	19/07/2021	3			
	26/07/2021	4			
	02/08/2021	5			
B6 Term 3, 2021	09/08/2021	6	Develop and use emotional intelligence	BSBLDR511	29/08/2021
	16/08/2021	7			
	23/08/2021	8			
	30/08/2021	9	Manage personal work priorities and professional development	BSBWOR501	12/09/2021
	06/09/2021	10			
Term Break (13/09/2021 - 03/10/2021) - 3 Weeks					



BSB61015 Advanced Diploma of Leadership and Management Term 3, 2021 Timetable

Term	Date	Week	Unit of Competency	Unit Code	Assessment Submission Due Date
B5 Term 3, 2021	05/07/2021	1	Contribute to organisation development	BSBMGT615	08/08/2021
	12/07/2021	2			
	19/07/2021	3			
	26/07/2021	4			
	02/08/2021	5			
B6 Term 3, 2021	09/08/2021	6	Develop and implement a business plan	BSBMGT617	12/09/2021
	16/08/2021	7			
	23/08/2021	8			
	30/08/2021	9			
	06/09/2021	10			
Term Break (13/09/2021 - 03/10/2021) - 3 Weeks					