



BSB30120 Certificate III in Business Term 2, 2022 Timetable					
Term	Date	Week	Unit of Competency	Unit Code	Assessment Submission Due Date
B3, T2, 2022	18/04/2022	1	Process financial transactions	BSBFIN301	01/05/2022
	25/04/2022	2			
	02/05/2022	3	Maintain financial records	BSBFIN302	15/05/2022
	09/05/2022	4			
	16/05/2022	5	Organise schedules	BSBOPS303	22/05/2022
B4, T2, 2022	23/05/2022	6	Develop and present business proposals	BSBESB302	05/06/2022
	30/05/2022	7			
	06/06/2022	8	Participate in sustainable work practices	BSBSUS211	12/06/2022
	13/06/2022	9	Assist with maintaining workplace safety	BSBWHS311	19/06/2022
Term Break (20/06/2022-17/07/2022) - 4 Weeks					



BSB40120 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	Design and produce complex spreadsheets	BSBTEC402	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	Apply critical thinking to work practices	BSBCRT411	05/06/2022
	30/05/2022	7			
	06/06/2022	8	Organise business meetings	BSBOPS405	19/06/2022
	13/06/2022	9			
Term Break (20/06/2022-17/07/2022) - 4 Weeks					



BSB50420 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	BSBFIN501	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 Business Operational Plans	BSBOPS502	05/06/2022
	30/05/2022	7	Facilitate Continuous Improvement	BSBST502	19/06/2022
	06/06/2022	8			
	13/06/2022	9			
Term Break (20/06/2022-17/07/2022) - 4 Weeks					



Educating for Excellence

**BSB60420 Advanced Diploma of Leadership and Management Term 2, 2022 Timetable
 (78 Weeks)**

Term	Date	Week	Unit of Competency	Unit Code	Assessment Submission Due Date
B3, T2, 2022	18/04/2022	1	Manage innovation and continuous improvement	BSBSTR601	19/06/2022
	25/04/2022	2			
	02/05/2022	3			
	09/05/2022	4			
	16/05/2022	5			
B4, T2, 2022	23/05/2022	6			
	30/05/2022	7			
	06/06/2022	8			
	13/06/2022	9			
Term Break (20/06/2022-17/07/2022) - 4 Weeks					