

# Certificate III in Business Administration (BSB30415) | (C3-BC34)

**202120 Timetable:** Monday, 26 July - Friday, 3 December 2021

Mid-Semester Break: Monday 20 September - Friday 1 October 2021

**CIT Campus:** CIT REID

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
9:30am	9:30am – 1:30pm Room E210	9:30am – 12:30pm Room E207		9:30am – 12:30pm Room E207
10:00am				
10:30am	Wk 1 - 17 Simulated Business Subjects	Wk 1 - 9 Design and produce digital text documents Wk 1 - 17 Keyboarding speed & accuracy Wk 10 – 12 Create electronic presentations Wk 13 - 17 Design & produce bus docs		Wk 1 - 6 Design and produce spreadsheets Wk 1 - 17 Keyboarding speed & accuracy Wk 7 - 10 Use simple relational databases Wk 11 – 13 Contribute to WHS Wk 14 - 17 Design & produce bus docs
11:00am				
11:30am				
12:00pm	See below	45-minute break	12:00 – 2:00pm Room E207	45-minute break
12:30pm				
1:00pm	60-minute break	1:15 – 4:15pm Room E207	Wk 1 - 7 Maintain a general ledger Wk 8 - 17 Process accounts payable & receivable	1:15 – 4:15pm Room E207
1:15pm				
1:30pm				
2:00pm	2:30 – 4:30pm Room E207	Wk 1 - 9 Design and produce digital text documents Wk 1 - 17 Keyboarding speed & accuracy Wk 10 – 12 Create electronic presentations Wk 13 - 17 Design & produce bus docs	2:00 – 4pm Room E207	Wk 1 - 5 Design and produce spreadsheets Wk 1 - 17 Keyboarding speed & accuracy Wk 6 - 10 Use simple relational databases Wk 11 – 13 Contribute to WHS Wk 14 - 17 Design & produce bus docs
2:30pm				
3:00pm			Wk 1 - 17 Study Club	
3:15pm				
3:30pm				
4:00pm				
4:15pm				
4:30pm				
<b>Simulated Business CRNs:</b> CRN 70147 Write simple documents CRN 70148 Deliver and monitor services to customers CRN 70149 Work effectively with diversity CRN 70150 Organise schedules		CRN 71325 Design and produce digital text docs CRN 73184 Design and produce spreadsheets CRN 70144 Keyboarding speed & accuracy CRN 71327 Create electronic presentations CRN 70152 Process accounts payable & receivable		CRN 70151 Design & produce bus docs CRN 71326 Use simple relational databases CRN 70145 Contribute to WHS CRN 70146 Maintain a general ledger

**Note:** This timetable may change. Classes are only available if numbers permit. Classes are filled on a first come first served basis.

For assistance, contact CIT Student Services on (02) 6207 3188 or [infoline@cit.edu.au](mailto:infoline@cit.edu.au)

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