

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

Term 1 & 2 - 201910 Timetable

Block Code: BST3A

Semester 2 Dates: Monday 11 February to Friday 21 June 2019

Semester break: Monday 15 April - Friday 26 April 2019

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
9:30am	9:30am – 12:30pm Room E210  Simulated business subjects*	9:30am – 12:30pm   Room E207  Wk 1-7 Contribute to health and safety of self and others  Wk 8-13 Design and produce text documents Develop keyboarding speed and accuracy  Wk 14-17 Design and produce business documents Develop keyboarding speed and accuracy	10:30am – 12:30pm   Room E207  Wk 1-9: Maintain a general ledger  Wk 10-17: Process accounts payable and receivable	9:30am – 12:30pm   Room E207  Wk 1-3: Produce spreadsheets Wk 4-6: Create and use databases Wk 7-8: Create electronic presentations  Wk 9-12: Design and produce text documents Develop keyboarding speed and accuracy  Wk 13-17: Design and produce business documents Develop keyboarding speed and accuracy
10am				
10:30am				
11am				
11:30am				
12pm				
12:30pm	1:15pm – 3:15pm Room E210  Simulated business subjects*	1:15pm – 4:15pm   Room E207  Wk 1-3: Produce spreadsheets Wk 4-6: Create and use databases Wk 7-8: Create electronic presentations  Wk 9-13: Design and produce text documents Develop keyboarding speed and accuracy  Wk 14-17: Design and produce business documents Develop keyboarding speed and accuracy	1:15pm – 3:15pm   Room E207  Wk 1-9: Maintain a general ledger  Wk 10-17: Process accounts payable and receivable	1:15pm – 4:15pm   Room E207  Wk 1-3: Produce spreadsheets Wk 4-6: Create and Use Databases Wk 7-8: Create electronic presentations  Wk 9-12: Design and produce text documents Develop keyboarding speed and accuracy  Wk 13-17: Design and produce business documents Develop keyboarding speed and accuracy
1:15pm				
1:30pm				
2pm				
2:30pm				
3:15pm				
3:45pm	4:15pm			
4pm				

*Simulated Business Subjects:	CRNs:
Write simple documents (BSBWRT301) (COMM343) - CRN 22212	Develop keyboarding speed and accuracy (BSBITU307) (COMP362) – CRN22207
Deliver and monitor a service to customers (BSBCUZ301) - CRN 22213	Design and produce business documents (BSBITU306) (MGNT384) – CRN22216
	Process accounts payable and receivable (BSBFIA303) (ACCT232) – CRN22217
	Maintain a general ledger (BSBFIA304) (ACCT231) – CRN22209

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 [info@cit.edu.au](mailto:info@cit.edu.au)

<b>Work effectively with diversity</b> (BSBDIV301) - CRN 22214	<b>Design and produce text documents</b> (BSBITU303) (COMP366) – CRN22206	<b>Create electronic presentations</b> (BSBITU302) (COMP218) – CRN22218
	<b>Organise schedules</b> (BSBADM307) - CRN 22215	<b>Create and use databases</b> (BSBITU301) – CRN22211
	<b>Contribute to health and safety of self and others</b> (BSBWHS201) (OHS200) – CRN22208	