TIMETABLE

Certificate III in Business Administration (BSB30415)

Friday 22nd June 2018 Group

SUTHERLAND TRAINING
caring, flexible, professional

TUTORIAL DATE – 15 JUNE 2018

CLASS WEEK	DATE*	COURSE CODE	COURSE NAME		Assessment Due Date**	
1	22/6/18	BSBITU303	Design and Produce Text Documents *Clustered with BSBITU306		Word	29/6/18
2	29/6/18	BSBITU306	Design and Produce Business Documents *Clustered with BSBITU303			6/7/18
3	6/7/18	BSBWOR301	Organise Personal Work Priorities and Development		Theory	13/7/18
4	13/7/18	BSBADM307	Organise schedules		Outlook	27/7/18
BREAK 20 July – do not come to class						
5	27/7/18	BSBITU307 BSBWHS201	Develop Keyboarding Speed and Accuracy Contribute to Health and Safety of Self and Others	Computers & Theory	3/8/18	
6	3/8/18	BSBWOR204	Use Business Technology	Computers & Theory	10/8/18	
7	10/8/18	BSBCUS301	Deliver and Monitor a Service to Customers	Theory	17/8/18	
8	17/8/18	BSBITU304	Produce Spreadsheets	Excel	31/8/18	
BREAK 24 August – do not come to class						
9	31/8/18	BSBFIA304	Maintain a General Ledger *Clustered with BSBFIA303 & BSBFIA302	Theory	7/9/18	
10	7/9/18	BSBFIA303	Process Accounts Payable and Receivable *Clustered with BSBFIA304 & BSBFIA302	MYOB	14/9/18	
11	14/9/18	BSBFIA302	Process Payroll *Clustered with BSBFIA304 & BSBFIA303	MYOB	21/9/18	
12	21/9/18	BSBITU302	Create Electronic Presentations **Final day** – bring and share lunch and class photos	PowerPoint	28/9/18	
	28/9/18	Submit Final Assessment – Contact office with an arrival time				
	19/10/18	Graduation – Certificate Presentation			10.00am	

Terms and Conditions:

* **Deferments** must be applied for via Deferment Request Form, submitted well in advance of the relevant class. If approved, the first deferment is fee-free. Second and subsequent deferments attract a $45 administration fee, payable prior to the deferred class. Deferments due to no-shows are not fee-free. *Please refer to the Student Handbook for full details of this and all our policies.***Extensions** must be applied for in writing and no more than 2 extensions are advised. *Please refer to the Student Handbook for full details of this and all our policies*.***Sutherland Training reserves the right to changes to the timetable or cancel a course. Please refer to the Student Handbook for full details of this and all our policies.