

Course Name: BSB30120 Certificate III in Business (General)

Suggested Course Timetable as at: 25/07/2023
(Suggested assessment due dates)

Teaching support: tafedigital.business@tafensw.edu.au

Seq No	Unit Code	Unit Name	Start	End
1	BSBTEC201	Use business software applications	25/07/2023	20/08/2023
2	BSBWHS311	Assist with maintaining workplace safety	21/08/2023	16/09/2023
3	BSBPEF201	Support personal wellbeing in the workplace	17/09/2023	13/10/2023
4	BSBSUS211	Participate in sustainable work practices	14/10/2023	9/11/2023
5	BSBPEF301	Organise personal work priorities	10/11/2023	6/12/2023
6	BSBTEC302	Design and produce spreadsheets	7/12/2023	2/01/2024
7	BSBTEC303	Create electronic presentations	3/01/2024	29/01/2024
8	BSBTEC301	Design and produce business documents	30/01/2024	25/02/2024
9	BSBWRT311	Write simple documents	26/02/2024	23/03/2024
10	BSBTWK301	Use inclusive work practices	24/03/2024	19/04/2024
11	BSBXCM301	Engage in workplace communication	20/04/2024	16/05/2024
12	BSBCRT311	Apply critical thinking skills in a team environment	17/05/2024	12/06/2024
13	BSBOPS304	Deliver and monitor a service to customers	13/06/2024	9/07/2024