Certificate II & III in Financial Services online Timetable – SEMESTER 2, 2019



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		Option 1		Option 2		Option 1		Option 2	
TERM 3	CRN	MONDAY	Start and Finish date	TUESDAY	Start and Finish date	WEDNESDAY	Start and Finish date	THURSDAY	Start and Finish date
Use business technology	7719	12.30pm - 3.30pm	5/08/19 - 30/09/19	9.30 am - 12.30pm	23/07/19 - 17/09/19	12.30pm - 3.30pm	07/08/19 - 02/10/19	9.30 am - 12.30pm	25/07/19 - 19/09/19
Contribute to health and safety of self and others	7721	12.30pm - 3.30pm	5/08/19 - 30/09/19	9.30 am - 12.30pm	23/07/19 - 17/09/19	12.30pm - 3.30pm	07/08/19 - 02/10/19	9.30 am - 12.30pm	25/07/19 - 19/09/19
Work effectively with others	7723	12.30pm - 3.30pm	5/08/19 - 30/09/19	9.30 am - 12.30pm	23/07/19 - 17/09/19	12.30pm - 3.30pm	07/08/19 - 02/10/19	9.30 am - 12.30pm	25/07/19 - 19/09/19
Write simple documents	7728	12.30pm - 3.30pm	5/08/19 - 30/09/19	9.30 am - 12.30pm	23/07/19 - 17/09/19	12.30pm - 3.30pm	07/08/19 - 02/10/19	9.30 am - 12.30pm	25/07/19 - 19/09/19
Work effectively in the financial services industry	7726	12.30pm - 3.30pm	5/08/19 - 30/09/19	9.30 am - 12.30pm	23/07/19 - 17/09/19	12.30pm - 3.30pm	07/08/19 - 02/10/19	9.30 am - 12.30pm	25/07/19 - 19/09/19
Deliver and monitor a service to customers	7730	12.30pm - 3.30pm	5/08/19 - 30/09/19	9.30 am - 12.30pm	23/07/19 - 17/09/19	12.30pm - 3.30pm	07/08/19 - 02/10/19	9.30 am - 12.30pm	25/07/19 - 19/09/19
Develop and use a savings plan	7713	12.30pm - 3.30pm	5/08/19 - 30/09/19	9.30 am - 12.30pm	23/07/19 - 17/09/19	12.30pm - 3.30pm	07/08/19 - 02/10/19	9.30 am - 12.30pm	25/07/19 - 19/09/19
Develop knowledge of taxation	7716	12.30pm - 3.30pm	5/08/19 - 30/09/19	9.30 am - 12.30pm	23/07/19 - 17/09/19	12.30pm - 3.30pm	07/08/19 - 02/10/19	9.30 am - 12.30pm	25/07/19 - 19/09/19
Prepare, match and process receipts	7737	12.30pm - 3.30pm	22/07/19 - 16/09/19	9.30 am - 12.30pm	6/08/19 - 01/10/19	12.30pm - 3.30pm	24/07/19 - 18/09/19	9.30 am - 12.30pm	8/08/19 - 3/10/19
Process payment documentation	7738	12.30pm - 3.30pm	22/07/19 - 16/09/19	9.30 am - 12.30pm	6/08/19 - 01/10/19	12.30pm - 3.30pm	24/07/19 - 18/09/19	9.30 am - 12.30pm	8/08/19 - 3/10/19
Process customer transactions	7735	12.30pm - 3.30pm	22/07/19 - 16/09/19	9.30 am - 12.30pm	6/08/19 - 01/10/19	12.30pm - 3.30pm	24/07/19 - 18/09/19	9.30 am - 12.30pm	8/08/19 - 3/10/19
Administer financial accounts	7740	12.30pm - 3.30pm	22/07/19 - 16/09/19	9.30 am - 12.30pm	6/08/19 - 01/10/19	12.30pm - 3.30pm	24/07/19 - 18/09/19	9.30 am - 12.30pm	8/08/19 - 3/10/19
Be MoneySmart	7733	12.30pm - 3.30pm	22/07/19 - 16/09/19	9.30 am - 12.30pm	6/08/19 - 01/10/19	12.30pm - 3.30pm	24/07/19 - 18/09/19	9.30 am - 12.30pm	8/08/19 - 3/10/19
Organise personal work priorities and	7748	12.30pm - 3.30pm	22/07/19 - 16/09/19	9.30 am - 12.30pm	6/08/19 - 01/10/19	12.30pm - 3.30pm	24/07/19 - 18/09/19	9.30 am - 12.30pm	8/08/19 - 3/10/19
Produce spreadsheets	7744	12.30pm - 3.30pm	22/07/19 - 16/09/19	9.30 am - 12.30pm	6/08/19 - 01/10/19	12.30pm - 3.30pm	24/07/19 - 18/09/19	9.30 am - 12.30pm	8/08/19 - 3/10/19
TERM 4	CRN	MONDAY	Start and Finish date	TUESDAY	Start and Finish date	WEDNESDAY	Start and Finish date	THURSDAY	Start and Finish date
Use business technology	7719		14/10/19 - 9/12/19	9.30 am - 12.30pm	15/10/19 - 10/12/19	12.30pm - 3.30pm	16/10/19 - 11/12/19	9.30 am - 12.30pm	17/10/19 - 12/12/19
Contribute to health and safety of self and others	7721	12.30pm - 3.30pm	14/10/19 - 9/12/19	9.30 am - 12.30pm	15/10/19 - 10/12/19	12.30pm - 3.30pm	16/10/19 - 11/12/19	9.30 am - 12.30pm	17/10/19 - 12/12/19
Work effectively with others	7723		14/10/19 - 9/12/19		15/10/19 - 10/12/19		16/10/19 - 11/12/19		17/10/19 - 12/12/19
Write simple documents	7728	12.30pm - 3.30pm	14/10/19 - 9/12/19	9.30 am - 12.30pm	15/10/19 - 10/12/19	12.30pm - 3.30pm	16/10/19 - 11/12/19	9.30 am - 12.30pm	17/10/19 - 12/12/19
Work effectively in the financial services industry	7726	12.30pm - 3.30pm	14/10/19 - 9/12/19	9.30 am - 12.30pm	15/10/19 - 10/12/19	12.30pm - 3.30pm	16/10/19 - 11/12/19	9.30 am - 12.30pm	17/10/19 - 12/12/19
Deliver and monitor a service to customers	7730		14/10/19 - 9/12/19	9.30 am - 12.30pm	15/10/19 - 10/12/19		16/10/19 - 11/12/19	9.30 am - 12.30pm	17/10/19 - 12/12/19
Develop and use a savings plan	7713		14/10/19 - 9/12/19	9.30 am - 12.30pm	15/10/19 - 10/12/19		16/10/19 - 11/12/19	9.30 am - 12.30pm	17/10/19 - 12/12/19
Develop knowledge of taxation	7716	12.30pm - 3.30pm	14/10/19 - 9/12/19	9.30 am - 12.30pm	15/10/19 - 10/12/19	12.30pm - 3.30pm	16/10/19 - 11/12/19	9.30 am - 12.30pm	17/10/19 - 12/12/19
Prepare, match and process receipts	7737		14/10/19 - 9/12/19		15/10/19 - 10/12/19		16/10/19 - 11/12/19		17/10/19 - 12/12/19
Process payment documentation	7738		14/10/19 - 9/12/19		15/10/19 - 10/12/19		16/10/19 - 11/12/19		17/10/19 - 12/12/19
Process customer transactions	7735		14/10/19 - 9/12/19		15/10/19 - 10/12/19		16/10/19 - 11/12/19		17/10/19 - 12/12/19
Administer financial accounts	7740		14/10/19 - 9/12/19		15/10/19 - 10/12/19		16/10/19 - 11/12/19		17/10/19 - 12/12/19
Be MoneySmart	7733		14/10/19 - 9/12/19		15/10/19 - 10/12/19		16/10/19 - 11/12/19		17/10/19 - 12/12/19
Organise personal work priorities and	7748		14/10/19 - 9/12/19		15/10/19 - 10/12/19		16/10/19 - 11/12/19		17/10/19 - 12/12/19
Produce spreadsheets	7744	12.30pm - 3.30pm	14/10/19 - 9/12/19	9.30 am - 12.30pm	15/10/19 - 10/12/19	12.30pm - 3.30pm	16/10/19 - 11/12/19	9.30 am - 12.30pm	17/10/19 - 12/12/19
Note: Students have an option to attend either of the following groups in each Term. The classes for each group will be held twice a week. (Mondays & Wednesdays OR Tuesdays & Thursdays)									
Morning Group - 9.30 am - 12.30 pm	nowing group	5 in cacif refin. The class	ses for each group will be lie	ia twice a week, (MOHU	ays a vecunesuays on ruesu	ays a mursuays;			
Afternoon Group - 12.30 pm - 3.30 pm									
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