

DOUBLE CERTIFICATE - DAYTIME CLASSES

Timetable for completing **Cert. II in Business & Cert. I in Information Technology**

Course		Start Date	End Date	Duration	Class Code
4 Introductory Units in Computing	Friday	16th July	8th October	11 Weeks	IT30
3 Intermediate Units in Computing	Thursday	15th July	21st October	13 Weeks	IT28
Advanced Applications in MS Office	Tuesday	7th September	23rd November	9 Weeks	IT32
Business Skills Units	Friday	15th October	10th December	9 Weeks	IT33
Workplace Skills in OHS & Communication	Thursday	28th October	16th December	8 Weeks	IT34

SINGLE CERTIFICATES

Timetable options for completing **Certificate II in Business BSB20107 - DAYTIME**

Course	Day	Start Date	End Date	Duration	Class Code
4 Introductory Units in Computing	Friday	16th July	8th October	11 Weeks	IT30
Spreadsheets using Excel	Thursday	15th July	21st October	13 Weeks	IT28B
Advanced Applications in MS Office	Tuesday	7th September	23rd November	9 Weeks	IT32
Business Skills Units	Friday	15th October	10th December	9 Weeks	IT33
Workplace Skills in OHS & Communication	Thursday	28th October	16th December	8 Weeks	IT34

Timetable for completing **Certificate I in Information Technology ICA10105 - DAYTIME**

Option 1	Day	Start Date	End Date	Duration	Class Code
4 Introductory Units in Computing	Friday	16th July	8th October	11 Weeks	IT30
3 Intermediate Units in Computing	Thursday	15th July	21st October	13 Weeks	IT28