

Westminster College Time Table

Term 3 2017

3rd July 2017 -1st September 2017

| Session | Unit code and title | Room | Trainer |
|--|--|------|---------------|
| Advanced Diploma of Accounting (FNS60215) | | | |
| Monday and Tuesday 9.00 am - 5.30 pm <i>*Break 1.00-1.30pm</i> Wednesday 9.00 am – 1.00 pm | FNSACC504 Prepare financial reports for corporate entities (week 1-3) FNSACC507 Provide Management Accounting Information (Week 4-9) | R4 | Bimal Narayan |

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| Certificate IV in Business Administration (BSB40515) | | | |
| Wednesday and Thursday 10.30 am - 7.00 pm <i>*Break 2.30-3.00pm</i> Monday 1.00pm – 5.00 pm | BSBITU401 Design and Develop Complex Text documents (Week 1-5) BSBWRT401 Write Complex Documents (Week 6-9) | R1 | James Yoon Kim |

Diploma of Leadership and Management (BSB51915)

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| <p>Monday and Tuesday 9.00 am - 5.30 pm <i>*Break 1.00-1.30pm</i></p> <p>Wednesday 1.00 pm – 5.00 pm (Room 4)</p> | <p>BSBSUS501 Develop Workplace policy and procedures for Sustainability (week 1-3) BSBLDR501 Develop and use emotional intelligence (week 4-6) BSBWOR502 Lead and manage team effectiveness (week 7-9)</p> | <p>R3</p> | <p>Asif Iqbal</p> |
| <p>Wednesday and Thursday 9.00 am - 5.30 pm <i>*Break 1.00-1.30pm</i></p> <p>Monday 9.00 pm – 1.00 pm (Room 1)</p> | <p>BSBSUS501 Develop Workplace policy and procedures for Sustainability (week 1-3) BSBLDR501 Develop and use emotional intelligence (week 4-6) BSBWOR502 Lead and Manage team effectiveness (week 7-9)</p> | <p>R3</p> | <p>Paramjit Dixit</p> |