**NZ Cert Business (Administration and Technology)- NZ2452 (Level 3)**

**Timetable 2021**

**Occurrence 20-S1-T (Timaru) Occurrence 20-S1-A (Ashburton)**

Semester One (15 February – 2 July)

Holiday break (19 to 30 April)

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| **Course Code** | **Course Name** | **Delivered** |
| CBAT331 | Customer Relations | 15/2/2021 to 16/4/2021 |
| CBAT332 | Business Documents and Communications | 15/2/2021 to 16/4/2021 |
| CBAT333 | Operational and Financial Practices | 3/5/2021 to 2/7/2021 |
| CBAT334 | Operational Essentials | 3/5/2021 to 2/7/2021 |

**Term 1 classes: 24 February – 1 May. (Holiday break 13 to 24 April)**

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| --- | --- | --- | --- | --- | --- |
| **Time** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| **9:00 – 12:00** |  | CBAT332TG102*All students at Timaru Campus* | CBAT331TL104AS104*Zoom from Timaru Campus* | CBAT332TG102*All students at Timaru Campus* | CBAT331TL104AS105*Zoom from Timaru Campus* |
| **12:00 – 1:00** | **LUNCH** |
| **1:00 – 3:00** |  | CBAT332TG102*All students at Timaru Campus* | CBAT331TL104AS104*Zoom from Timaru Campus* | CBAT332TG102*All students at Timaru Campus* | CBAT331TL104AS105*Zoom from Timaru Campus* |

**Term 2 classes: 4 May to 3 July**

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| **Time** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| **9:00 – 12:00** |  | CBAT333TG102*All students at Timaru Campus* | CBAT334TL104AS104*Zoom from Timaru Campus* | CBAT333TG102*All students at Timaru Campus* | CBAT334TL104AS105*Zoom from Timaru Campus* |
| **12:00 – 1:00** | **LUNCH** |
| **1:00 – 3:00** |  | CBAT333TG102*All students at Timaru Campus* | CBAT334TL104AS104*Zoom from Timaru Campus* | CBAT333TG102*All students at Timaru Campus* | CBAT334TL104AS105*Zoom from Timaru Campus* |