

**HOSPITALITY MANAGEMENT  
 COURSE AND PROGRAM DETAILS**

<b>COURSE</b>	SIT60322 Advanced Diploma of Hospitality Management	<b>NO. OF WEEKS</b>	9	<b>CLASS</b>	ADHM – Transition-SA
<b>TERM</b>	Term 4 2024 (23 September 2024 to 22 November 2024)			<b>STUDY DAYS</b>	Monday & Tuesday

**SCHEDULED TIMETABLE**

DAY	TIME	WEEK	SUBJECT CLUSTER	UNIT CODE	UNIT NAME	ONLINE ACTIVITY	ROOM
Monday	8.30am - 4:30pm	1-9	<b>Process Accounts</b>	SITXFIN008	Interpret financial information	-	Level 8 Room 8.21
Tuesday	8.30am - 12.30pm	1-9	<b>Manage Finances</b>	BSBFIN601	Manage organisational finances	5 hours	Level 8 Room 8.21
	1.00pm - 4.30pm		<b>Physical Asset</b>	SITXFIN011	Manage physical assets	-	

Level 1, 7 & 8, 628 Bourke Street, Melbourne, Victoria 3000

Formal classes start on **23<sup>rd</sup> September 2024**.

All students must complete enrolment by **23<sup>rd</sup> September 2024**.

All students must endeavour to attend 20 contact hours a week. "Contact hours" is defined as the total number of hours scheduled for teaching purposes, course-related information sessions and examinations.

**Important**

Students are responsible for ensuring that they attend and successfully complete every one of the subjects \* that make up the course that they are enrolled in by the end date of their course. If you are in your last term of study and cannot find a required subject for completion in the list above, please look for that subject on other related course timetables. If you cannot locate that subject, please make an appointment to meet your course coordinator.

\* Excludes subjects for which they have been granted exemption (Recognition of Prior Learning).