

FNS30317 Certificate III in Accounts Administration – C3-BT12 Semester 1 2019 (201910) Day Class Timetables

Monday	Tuesday	Wednesday	Thursday	Friday
<p>9:30 am to 12:00 pm COMP 365 Produce Spreadsheets Weeks 1 to 7</p> <p>9:30 am to 12:00 noon MGNT 384 Design and Produce Business Documents Weeks 8 to 17</p>	<p>9:30 am to 1:00 pm ACCT 431 Process Financial Transactions & Extract Interim Reports ACCT 432 Administer Subsidiary Accounts & Ledgers ACCT 387 Maintain main bank account Weeks 1 to 13</p> <p>9:30 am to 12:30 pm ACCT 377 Administer Fixed Asset Register Weeks 14 to 17</p>	<p>9:30 am to 12:00 pm COMP 365 Produce Spreadsheets Weeks 1 to 7</p> <p>9:30 am to 12:00 noon MGNT 384 Design and Produce Business Documents Weeks 8 to 17</p> <p>1:00 pm to 3:00 pm ACCT 373 Work Effectively in the Financial Services Industry Weeks 1 to 10</p> <p>1:00 pm to 3:00 pm COMM 343 Write Simple documents ACCT 391 Manage overdue Customer Accounts Weeks 11 to 16</p>	<p>9:30 am to 1:00 pm ACCT 431 Process Financial Transactions & Extract Interim Reports ACCT 432 Administer Accounts & Subsidiary Ledgers ACCT 387 Maintain main bank account Weeks 1 to 13</p> <p>9:30 am to 12:30 pm ACCT Administer Fixed Asset Register Weeks 13 to 16</p>	<p>9:30 am to 12:00 noon ACCT 447 Conduct business activities using a computerised accounting system Weeks 11 to 17</p> <p>1:00 pm to 3:00 pm ACCT 373 Work Effectively in the Financial Services Industry Weeks 1 to 10</p> <p>1:00 pm to 3:00 pm COMM 343 Write Simple documents ACCT 391 Manage overdue Customer Accounts Weeks 11 to 16</p>
<p>12:30 pm to 3:00 pm ACCT 433 Perform Financial Calculations Weeks 1 to 10</p> <p>12:30 pm to 3:00 pm ACCT 447 Conduct business activities using a computerised accounting system Weeks 11 to 17</p>				

Note: EVERY TIME the subject in which you are enrolled is listed above you need to attend class.

This is a DRAFT timetable and may change. Classes are only available if numbers permit. Classes are filled on a first come first served basis.

There will be a two week holiday between Monday 15 April and Friday 26 April 2019

Textbooks are required to be purchased for most subjects within the Certificate III in Accounts Administration (FNS30317)

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For assistance contact CIT Student Services on (02) 6207 3188 or infoline@cit.edu.au

FNS30317 Certificate III in Accounts Administration – C3-BT12 Semester 1 2019 (201910) Night Class Timetables

Monday	Tuesday	Wednesday	Thursday	Friday
	5:30 pm to 9:00 pm ACCT 431 Process Financial Transactions & Extract Interim Reports ACCT 432 Administer Subsidiary Accounts & Ledgers ACCT 387 Maintain main bank account Weeks 1 to 13		5:30 pm to 9:00 pm ACCT 431 Process Financial Transactions & Extract Interim Reports ACCT 432 Administer Accounts & Subsidiary Ledgers ACCT 387 Maintain main bank account Weeks 1 to 13	
	5:30 pm to 9:00 pm ACCT 447 Conduct business activities using a computerised accounting system Weeks 14 to 17		5:30 pm to 9:00 pm ACCT 447 Conduct business activities using a computerised accounting system Weeks 14 to 17	

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