

## Statement of Attainment Accounting Principles Skill Set FNSSS00014 | SA-BT14

Semester 2, 2024 Timetable: 29 July – 6 December 2024

Mid Semester Break: Monday 30 September - Friday 11 October 2024 *see reverse side for student calendar*



Some subjects available at **night** (If required see staff for assistance)

*Design and Produce Complex Spreadsheets* – delivered with Cert IV and required as a core subject in Diploma (not shown on Diploma timetable)

It is recommended to enrol *Design and Produce Complex Spreadsheets* with this skill set if not previously completed.

All subjects are available in our flexible learning – the CRNs are different, please contact staff for more information

**CIT Campus: Reid  
Room: see below**

MONDAY		TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>10:00 am to 12:30pm</b> Set Up and operate a computerised accounting System <b>CRN 50103</b>  Weeks 1 to 17	PLEASE enrol in Both subjects. Attend on TUES & THURS 	<b>9:30 am to 12:30 pm</b> <u>'Introductory Accounting'</u> Process financial transactions & extract interim reports <b>CRN 50080</b> Administer subsidiary accounts & ledgers <b>CRN 50081</b> <b>Room: B201</b>  Weeks 1 to 13	<b>10:00 am to 12:00 pm</b> Establish and maintain payroll systems <b>CRN 50098</b>  Weeks 1 to 17	<b>9:30 am to 12:30 pm</b> <u>'Introductory Accounting'</u> Continue from Tuesday	<b>10:00 am to 12:00 pm</b> Complete business activity and instalment activity statements <b>CRN 50099</b>  Weeks 1 to 17
		<b>1:00 pm to 3:00 pm</b> Work effectively in the accounting and bookkeeping industry (Only enrol if not completed) <b>CRN 50104</b> <b>Room: B207</b>  Weeks 10 to 17	<b>12:30 pm to 2:30 pm</b> Prepare financial reports <b>CRN 50100</b> <b>Room: B207</b>  Weeks 1 to 8	Attend on WED & FRI 	<b>12:30 pm to 2:30 pm</b> Prepare financial reports Continue from Wednesday  Weeks 1 to 8

**Note:** This timetable may change. Classes are only available if numbers permit. Classes are filled on a first come first served basis. Digital textbooks are usually provided but students may require additional resources to complete this course.

**Must** enrol and study 'Introductory Accounting' together if studying part-time/FLEX.

**EVERY** class that is listed **MUST** be attended.

## STUDENT CALENDAR 2024 Semester 2

WEEK No.	WEEK COMMENCING	COMMENTS	WEEK No.	WEEK COMMENCING	COMMENTS
1	29 July	<b>Term 3 Classes Start</b>	10	14 October	<b>Term 4 Classes Start</b>
2	5 August	Classes running	11	21 October	Classes running
3	12 August	Classes running	12	28 October	Classes running
4	19 August	Classes running	13	4 November	Classes running
5	26 August	Classes running	14	11 November	Classes running
6	2 September	Classes running	15	18 November	Classes running
7	9 September	Classes running	16	25 November	Classes running
8	16 September	Classes running	17	2 December	Classes running
9	23 September	Classes running			
<b>Term Break</b> <b>Monday 30 September – Friday 11 October inclusive</b>					