

# Certificate III in Accounts Administration | FNS30322 | C3-BT22

Semester 1 | Full-time

10 February – 20 June 2025

Reid Campus

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Weeks 1 - 13</b>					
<b>Morning</b>	Off Campus Study	<b>Weeks 1 – 13</b> <b>9:30 - 12:30 pm</b> 'Introductory Accounting' 3 subjects (see reverse) <b>Room B201</b>	Off Campus Study	<b>Weeks 1 – 13</b> <b>9:30 - 12:30 pm</b> 'Introductory Accounting' 3 subjects (see reverse) <b>Room B201</b>	Off Campus Study
<b>Afternoon</b>		<b>Weeks 1 - 9</b> <b>1:00 - 3:30 pm</b> Design and produce spreadsheets <b>Room B201</b>	<b>Weeks 1 – 9</b> <b>12:30 - 2:30 pm</b> Engage in workplace communication <b>Room B201</b>	<b>Weeks 1 - 10</b> <b>1:00 - 3:30 pm</b> Design and produce business documents <b>Room B201</b>	
<b>Weeks 10 - 17</b>					
<b>Morning</b>	Off Campus Study	<b>Weeks 14 - 17</b> <b>9:30 - 12:30 pm</b> Administer fixed asset register <b>Room B201</b>	<b>Weeks 10 - 17</b> <b>10:00 - 12:00 pm</b> Conduct business activities using a computerised accounting system <b>Room B201</b>	<b>Weeks 14 - 17</b> <b>9:30 - 12:30 pm</b> Administer fixed asset register <b>Room B201</b>	Off Campus Study
<b>Afternoon</b>		<b>Weeks 10 - 17</b> <b>1:00 - 3:30 pm</b> Perform financial calculations <b>Room B201</b>	<b>Weeks 10 - 17</b> <b>12:30 - 3:00 pm</b> Maintain inventory records <b>Room B201</b>	<b>Weeks 11 - 17</b> <b>1:00 – 3:00 pm</b> Work together in the financial services industry <b>Room B201</b>	

**Note:** This timetable may change.

Sessions may change or be cancelled depending on internal/external circumstances.

For assistance, contact CIT Student Services on (02) 6207 3188 or [infoline@cit.edu.au](mailto:infoline@cit.edu.au)

  Attend both days

**Additional Information**

**Enrolment Information | Course Reference Numbers (CRNs)**

Please Note: If enrolling into ALL subjects use Block Code **FTY1S1G1**

Subjects	National ID   Subject Codes	CRNs	Class Dates
<b>'Introductory Accounting'</b> (Please enrol in <b>ALL 3</b> subjects) Process financial transactions & extract interim reports Administer subsidiary accounts and ledgers Maintain business records	FNSACC321   ACCT 458 FNSACC322   ACCT 459 BSBINS309   BUSN 350	60289 60290 60291	Tue   Thu 11 Feb – 22 May
Administer fixed asset register	FNSORG301   ACCT 377	60292	Tue   Thu 27 May – 19 Jun
Design and produce spreadsheets	BSBTEC302   BUSN 548	60293	Tue 11 Feb – 8 Apr
Conduct business activities using a computerised accounting system	FNSACC314   ACCT 457	60294	Wed 30 Apr – 18 Jun
Work together in the financial services industry	FNSINC311   ACCT 471	60295	Thu 8 May – 19 Jun
Engage in workplace communication	BSBXCM301   BUSN 588	60296	Wed 12 Feb – 9 Apr
Maintain inventory records	FNSACC405   ACCT 364	60297	Wed 30 Apr – 18 Jun
Design and produce business documents	BSBTEC301   BUSN 547	60298	Thu 13 Feb – 1 May
Perform financial calculations	FNSACC323   ACCT 460	60299	Tue 29 Apr – 17 June

**Flexible Learning Available | Flex CRNs are not listed**

Please contact Julie Stanker at [infoline@cit.edu.au](mailto:infoline@cit.edu.au) for more information.

**Student Calendar | SEMESTER 1**

Week	Dates	Information
1.	10 Feb – 14 Feb	Term 1 Classes Start
2.	17 Feb – 21 Feb	Class in session
3.	24 Feb – 28 Feb	Class in session
4.	3 Mar – 7 Mar	Class in session
5.	10 March 11 Mar – 14 Mar	Public Holiday Class in session
6.	17 Mar – 21 Mar	Class in session
7.	24 Mar – 28 Mar	Class in session
8.	31 Mar – 4 Apr	Class in session
9.	7 Apr – 11 Apr	Class in session
<b>Term Break   April 14 – April 25 2025</b>		
10.	28 Apr – 2 May	Term 2 Classes Start
11.	5 May – 9 May	Class in session
12.	12 May – 16 May	Class in session
13.	19 May – 23 May	Class in session
14.	26 May – 30 May	Class in session
15.	2 June 3 Jun – 6 Jun	Public Holiday Class in session
16.	9 June 10 Jun – 13 Jun	Public Holiday Class in session
17.	16 Jun – 20 Jun	Class in session

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