

Certificate III in Accounts Administration | FNS30322 | C3-BT22

Semester 1 | Full-time

10 February – 20 June 2025

Reid Campus

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

All subjects are available as Flexible Learning. Please contact Julie Stanker at infoline@cit.edu.au for more information.

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

Additional Information

Enrolment Information | Course Reference Numbers (CRNs)

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

Flexible Learning Available for ALL subjects. Contact Julie Stanker at infoline@cit.edu.au for more information.

Subjects	National ID Subject Codes	CRNs	Class Dates
'Introductory Accounting' (Please enrol in ALL 3 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

Total Course Hours for Semester = **237.5**

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
Term Break April 14 – April 24 2025		
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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