

Certificate III in Accounts Administration | FNS30322 | C3-BT22

Semester 1 | Part-time | Evening

10 February – 20 June 2025

Reid Campus

	Monday	Tuesday	Wednesday	Thursday	Friday
Weeks 1 - 13					
Evening	Off Campus Study	Weeks 1 - 9 5:30 - 8:30 pm Design and produce spreadsheets Room B201		Weeks 1 - 10 5:30 - 8:00 pm Design and produce business documents Room B201	Off Campus Study
Weeks 14 – 17					
Evening	Off Campus Study	Weeks 10 - 17 5:30 - 8:00 pm Perform financial calculations Room B201			Off Campus Study

Additional Information

Enrolment Information | Course Reference Numbers (CRNs)

Please Note: If enrolling into ALL subjects use the following Block Code **PTY1S1G1**

Subjects	National ID and Subject Codes	CRNs	Class Dates
Design and produce spreadsheets	BSBTEC302 BUSN 548	60300	Tue 11 Feb – 9 Apr
Perform financial calculations	FNSACC323 ACCT 460	60301	Tue 29 Apr – 21 Jun
Design and produce business documents	BSBTEC301 BUSN 547	60304	Thu 13 Feb – 1 May

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 25 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

Flexible Learning Available | Flex CRNs are not listed

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