

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 - 9 5:30 - 7:30 pm Engage in workplace communication 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	Weeks 10 - 17 5:30 - 8:00 pm Maintain Inventory Records Room B201	Weeks 11 - 17 5:30 - 7:30 pm Work together in the financial services industry Room B201	Off Campus Study

 Attend both days

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 the following Block Code **PTY1S1G1**

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

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
Work together in the financial services industry	FNSINC311 ACCT 471	60302	Thu 8 May – 19 Jun
Engage in workplace communication	BSBXCM301 BUSN 588	60303	Wed 12 Feb – 9 Apr
Design and produce business documents	BSBTEC301 BUSN 547	60304	Thu 13 Feb – 1 May
Maintain Inventory Records	FNSACC405 ACCT 364	60305	Tue 29 Apr – 17 Jun

Total Course Hours for Semester = **119**

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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