

# Certificate III in Accounts Administration FNS30317 | C3-BT12

Semester 2, 2022 Timetable – 25 July – 2 December 2022

Mid Semester Break: Monday 26 September to Friday 7 October 2022

**CIT Campus:** CIT Reid

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9:00am					
9:30am	9:30 am to 12:00 pm	9:30am – 1:00 pm	9:30am – 12:00 pm	9:30am – 1:00 pm	9:45 am to 11:45 am
10:00am	COMP 365 Produce Spreadsheets	ACCT 431 Process Financial Transactions & Extract Interim Reports; ACCT 432 Administer Accounts & Subsidiary Ledgers; ACCT 387 Maintain main bank account	COMP 365 Produce Spreadsheets	ACCT 431 Process Financial Transactions & Extract Interim Reports; ACCT 432 Administer Accounts & Subsidiary Ledgers; ACCT 387 Maintain main bank account	COMM 343 Write Simple documents & ACCT 391 Manage overdue Customer Accounts
10:30am	<b>Weeks 1 to 7</b>		<b>Weeks 1 - 7</b>		
11:00am	10:00 am to 12:00 noon	ACCT 377 Administer Fixed Asset Register <b>Weeks 1 – 13</b>	10am – 12:00pm	ACCT 377 Administer Fixed Asset Register <b>Weeks 1 – 13</b>	<b>Weeks 11 to 17</b>
11:30am	MGNT 384 Design and Produce Business Documents	9:30am - 12:30pm	MGNT 384 Design and Produce Business Documents	9:30am - 12:30pm	
	<b>Weeks 8 to 17</b>	ACCT 377 Administer Fixed Asset Register <b>Weeks 14 - 17</b>	<b>Weeks 8 - 17</b>	ACCT 377 Administer Fixed Asset Register <b>Weeks 14 - 17</b>	
12:00pm					
12:30pm	12:30 pm to 2:30 pm		12:30 pm to 2:30 pm		12:15 pm to 2:45 pm
1:00pm	ACCT 447 Conduct business activities using a computerised accounting system		ACCT 373 Work Effectively in the Financial Services Industry		ACCT 433 Perform Financial Calculations
1:30pm			<b>Weeks 1 to 10</b>		<b>Weeks 1 to 8</b>
2:00pm	<b>Weeks 11 to 17</b>				
2:30pm					12:15 pm to 2:15 pm
					ACCT 447 Conduct business activities using a computerised accounting system
					<b>Weeks 11 to 17</b>
3:00pm					

**Note:** EVERY TIME the subject in which you are enrolled is listed above you need to attend class.

This timetable may change. Classes are only available if numbers permit. Classes are filled on a first come first served basis.

There will be a two-week holiday between Monday 27 September to Friday 7 October 2022

Textbooks are required to be purchased for most subjects within the Certificate III in Accounts Administration (FNS30317)

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TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
4:00pm					
4:30pm					
5:00pm					
5:30pm	5:30 pm to 8:30 pm COMP 365 Produce Spreadsheets <b>Weeks 1 to 8</b>	5:30 pm to 8:00 pm ACCT 433 Perform Financial Calculations <b>Weeks 1 to 8</b>	5:30 pm to 8:30 pm ACCT 373 Work Effectively in the Financial Services Industry <b>Weeks 1 to 10</b>		
6:00pm	5:30 pm to 9:00 pm MGNT 384 Design and Produce Business Documents <b>Weeks 9 to 17</b>		5:30 pm to 8:30 pm COMM 343 Write Simple documents & ACCT 391 Manage overdue Customer Accounts <b>Weeks 11 to 17</b>		
6:30pm					
7:00pm					
7:30pm					
8:00pm					
8:30pm					
9:00pm					

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