

Certificate III in Accounts Administration FNS30322 | C3-BT22

Block code: FTY1S2G1

DAY CLASSES Term 3 and 4



Semester 2, 2024 Timetable: 29 July – 6 December 2024

Mid Semester Break: Monday 30 September - Friday 11 October 2024 *see reverse side for student calendar*

CIT Campus: Reid

All subjects are available in our Flexible Learning – the CRNs are different, please contact staff for more information

Room: B201

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Morning	Please enrol in ALL 3 subjects Attend on TUES & THURS 	9:30 am to 12:30 pm 'Introductory Accounting' Process financial transactions & extract interim reports CRN 50080 Administer accounts & subsidiary ledgers CRN 50081 Maintain business records CRN 50082 <p style="text-align: right;">Weeks 1 to 13</p>	9:30 am to 11:30 am Engage in workplace communication CRN 50087 <p style="text-align: right;">Weeks 1 to 10</p>	9:30 am to 12:30 pm 'Introductory Accounting' Continue from Tuesday <p style="text-align: right;">Weeks 1 to 13</p>	
			9:30 am to 12:30 pm Administer fixed asset register CRN 50083 <p style="text-align: right;">Weeks 14 to 17</p>	9:30 am to 11:30 am Work together in the financial services industry CRN 50086 <p style="text-align: right;">Weeks 11 to 17</p>	9:30 am to 12:30 pm Administer fixed asset register Continue from Tuesday
Afternoon		1:00 pm to 3:30 pm Design and produce spreadsheets CRN 50084 <p style="text-align: right;">Weeks 1 to 9</p>	12:00 pm to 2:00 pm Conduct business activities using a computerised accounting system CRN 50085 <p style="text-align: right;">Weeks 10 to 17</p>	1:00 pm to 3:30 pm Design and produce business documents CRN 50089 <p style="text-align: right;">Weeks 1 to 9</p>	
		1:00 pm to 3:30 pm Maintain inventory records CRN 50088 <p style="text-align: right;">Weeks 10 to 17</p>		1:00 pm to 3:30 pm Perform financial calculations CRN 50090 <p style="text-align: right;">Weeks 10 to 17</p>	

Note: This timetable may change. Classes are only available if numbers permit. Classes are filled on a first come first served basis. Digital textbooks are usually provided but students may require additional resources to complete this course.

Must enrol and study **'Introductory Accounting'** together if studying part-time/FLEX.

EVERY class that is listed **MUST** be attended.

STUDENT CALENDAR 2024 Semester 2

WEEK No.	WEEK COMMENCING	COMMENTS	WEEK No.	WEEK COMMENCING	COMMENTS
1	29 July	Term 3 Classes Start	10	14 October	Term 4 Classes Start
2	5 August	Classes running	11	21 October	Classes running
3	12 August	Classes running	12	28 October	Classes running
4	19 August	Classes running	13	4 November	Classes running
5	26 August	Classes running	14	11 November	Classes running
6	2 September	Classes running	15	18 November	Classes running
7	9 September	Classes running	16	25 November	Classes running
8	16 September	Classes running	17	2 December	Classes running
9	23 September	Classes running			
Term Break Monday 30 September – Friday 11 October inclusive					