CIT Canberra Institute of Technology

RTO Code 0101 | CRICOS NO. 00001K

Certificate III in Accounts Administration | FNS30322 | C3-BT22

Reid Campus

Semester 2 | Full-time | Day

29 July – 6 December 2024

	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 – 10** 9:30 - 11:30 pm Engage in workplace communication **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**	Off Campus Study	**Weeks 1 - 9** 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 11 - 17** 9:30 - 11:30 pm Work together in the financial services industry **Room B201**	**Weeks 14 - 17** 9:30 - 12:30 pm Administer fixed asset register **Room B201**	
Afternoon		**Weeks 10 - 17** 1:00 - 3:30 pm Maintain inventory records **Room B201**	**Weeks 10 - 17** 12:00 - 2:00 pm Conduct business activities using a computerised accounting system **Room B201**	**Weeks 10 - 17** 1:00 - 3:30 pm Perform financial calculations **Room B201**	**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

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Timetables: Certificate III in Accounts Administration | FNS30322 | C3-BT22 | Semester 2 2024

Application Type: Standard

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Additional Information

Enrolment Information | Course Reference Numbers (CRNs)

Please Note: If enrolling into ALL subjects use Block Code **FTY1S2G1**

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

Subjects	National ID and 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	50080 50081 50082	Tues | Thurs 30 Jul – 5 Nov
Administer fixed asset register	FNSORG301 | ACCT 377	50083	Tues | Thurs 12 Nov – 3 Dec
Design and produce spreadsheets	BSBTEC302 | BUSN 548	50084	Tues | Thurs 29 Jul – 24 Sept
Conduct business activities using a computerised accounting system	FNSACC314 | ACCT 457	50085	Wed 16 Oct – 4 Dec
Work together in the financial services industry	FNSINC311 | ACCT 471	50086	Wed 23 Oct – 4 Dec
Engage in workplace communication	BSBXCM301 | BUSN 588	50087	Wed 31 Jul – 16 Oct
Maintain inventory records	FNSACC405 | ACCT 364	50088	Tues| Thurs 15 Oct – 3 Dec
Perform financial calculations	FNSACC323 | ACCT 460	50090	Thurs 17 Oct – 5 Dec
Design and produce business documents	BSBTEC301 | BUSN 547	50089	Thurs 1 Aug – 26 Sept

Subject and Student Support

Mondays 9:00 – 1 pm (virtual)
Thursdays 3:00 – 6 pm (face-to-face)
Fridays 10:00 – 12 pm (virtual or face-to-face)
To book an appointment contact Julie Stanker at infoline@cit.edu.au or via eLearn.

Flexible Learning Available

To learn more about Flexible Learning please visit
https://cit.edu.au/study/flexible_learning

To book a Flex Session contact Julie Stanker at Infoline@cit.edu.au for more information.

Student Calendar| SEMESTER 2

Week No.	Date Commencing	Information
1.	29 Jul – 2 Aug	Term 3 Classes Start
2.	5 – 9 Aug	Class in session
3.	12 – 16 Aug	Class in session
4.	19 – 23 Aug	Class in session
5.	26 - 30 Aug	Class in session
6.	2 – 6 Sept	Class in session
7.	9 – 13 Sept	Class in session
8.	16 – 20 Sept	Class in session
9.	23 – 27 Sept	Class in session
Term Break | Monday 30 September – Friday 11 October		
10.	14 – 18 Oct	Term 4 Classes Start
11.	21 – 25 Oct	Class in session
12.	28 Oct – Nov 1	Class in session
13.	4 – 8 Nov	Class in session
14.	11 – 15 Nov	Class in session
15.	18 – 22 Nov	Class in session
16.	25 – 29 Nov	Class in session
17.	2 – 6 Dec	Class in session

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