

Certificate III in Accounts Administration FNS30322 | C3-BT22

Block code: PTY1S2G1

NIGHT CLASS Term 3 and 4

Part-time Students

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*

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

CIT Campus: Reid
CIT Room: B201

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<p>PLEASE enrol in ALL 3 subjects. Attend on TUES & THURS</p> 	<p>5:30 pm to 8:30 pm 'Introductory Accounting' Process financial transactions and extract interim reports CRN 50091 Administer subsidiary accounts and ledgers CRN 50092 Maintain business records CRN 50093</p> <p style="text-align: right;">Weeks 1 to 13</p>		<p>5:30 pm to 8:30 pm 'Introductory Accounting' Process financial transactions and extract interim reports Continue from Tuesday</p>	
<p>Attend on TUES & THURS</p> 	<p>5:30 pm to 8:30 pm Administer fixed asset register CRN 50094</p> <p style="text-align: right;">Weeks 14 to 17</p>	<p>5:30 pm to 7.30 pm Conduct business activities using a computerised accounting system CRN 50152</p> <p style="text-align: right;">Weeks 10 to 17</p>	<p>5:30 pm to 8:30 pm Administer fixed asset register Continue from Tuesday</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					