

# Certificate III in Accounts Administration | FNS30322 | C3-BT22

## Reid Campus

Semester 2 | Part-time | Evening  
29 July – 6 December

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Weeks 1 - 13</b>					
<b>Evening</b>	Off Campus Study	<b>Weeks 1 - 13</b> <b>5:30 - 8:30 pm</b> 'Introductory Accounting' 3 subjects (see reverse) Room B201	Off Campus Study	<b>Weeks 1 - 13</b> <b>5:30 - 8:30 pm</b> 'Introductory Accounting' 3 subjects (see reverse) Room B201	Off Campus Study
<b>Weeks 10 – 17</b>					
<b>Evening</b>	Off Campus Study	<b>Weeks 14 – 17</b> <b>5:30 - 8:30 pm</b> Administer fixed asset register Room B201	<b>Weeks 10 – 17</b> <b>5:30 - 7:30 pm</b> Conduct business activities using a computerised accounting system Room B201	<b>Weeks 14 – 17</b> <b>5:30 - 8:30 pm</b> Administer fixed asset register Room B201	Off Campus Study

 **Attend both days**

All subjects are available as Flexible Learning. Please contact Julie Stanker at [infoline@cit.edu.au](mailto:infoline@cit.edu.au) for more information.

## Additional Information

### Enrolment Information | Course Reference Numbers (CRNs)

**Please Note:** If enrolling into ALL subjects use the following Block Code Full-Time | **PTY1S2G1**

**Flexible Learning Available.** Contact Julie Stanker at [infoline@cit.edu.au](mailto:infoline@cit.edu.au) for more information.

Subjects	National ID and Subject Codes	CRNs	Class Dates
<b>'Introductory Accounting' (Please enrol in ALL 3 subjects)</b> Process financial transactions & extract interim reports Administer subsidiary accounts and ledgers Maintain business records	FNSACC321   ACCT 458 FNSACC322   ACCT 459 BSBINS309   BUSN 350	50091 50092 50093	Tues   Thurs 30 Jul – 5 Nov
Administer fixed asset register	FNSORG301   ACCT 377	50094	Tues   Thurs 12 Nov – 3 Dec
Conduct business activities using a computerised accounting system	FNSACC314   ACCT 457	50152	Wed 16 Nov – 4 Dec

### 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
<b>Term Break   Monday 30 September – Friday 11 October</b>		
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

#### 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](mailto: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](https://cit.edu.au/study/flexible_learning)  
 To book a Flex Session contact Julie Stanker at [infoline@cit.edu.au](mailto: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](mailto:infoline@cit.edu.au)