

Certificate III in Accounts Administration FNS30322 | C3-BT22

Block code: FTY1S1G1

DAY CLASSES Term 1 and 2

Semester 1, 2024 Timetable: 12 February – 21 June 2024

Mid Semester Break: Monday 15 April - Friday 26 April 2024

All subjects are available in our flexible learning – the CRNs are different

CIT Campus Reid

Room: B201

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Morning		9:30 am to 12:30 pm 'Intro Accounting' Process financial transactions & extract interim reports ACCT458 FNSACC321 Administer accounts & subsidiary ledgers ACCT459 FNSACC322 Maintain business records BSBN350 BSBINS309 Weeks 1 to 13 9.30 to 12.30 pm Administer fixed asset register ACCT377 FNSORG301 Weeks 14 to 17	10:00 am to 12:00 pm Engage in workplace communication BUSN588 BSNXCM301 Weeks 1 to 10 9.30 am to 11.30 am Work together in the financial services industry ACCT471 FNSINC311 Weeks 11 to 17	9:30 am to 12:30 pm 'Intro Accounting' Process financial transactions & extract interim reports ACCT458 FNSACC321 Administer accounts & subsidiary ledgers ACCT459 FNSACC322 Maintain business records BSBN350 BSBINS309 Weeks 1 to 13 9.30 am to 12.30 pm Administer fixed asset register ACCT377 FNSORG301 Weeks 14 to 17	
Afternoon		1:00 pm to 3:30 pm Design and produce spreadsheets BUSN548 BSBTEC302 Weeks 1 to 9 1:00 pm to 3.30 pm Maintain inventory records ACCT364 FNSACC405 Weeks 10 to 17	12:00 pm to 2:00 pm Conduct business activities using a computerised accounting system ACCT457 FNSACC314 Weeks 10 to 17	1:00 pm to 3.30 pm Design and produce business documents BUSN547 BSNTEC301 Weeks 1 to 9 1:00 pm to 3:30 pm Perform financial calculations ACCT460 FNSACC323 Weeks 10 to 17	

Note: This timetable may change. Classes are only available if numbers permit. Classes are filled on a first come first served basis. EVERY TIME the subject in which you are enrolled is listed above you need to attend class. Digital textbooks are usually provided but students may require additional resources to complete this course.