

SEMESTER 1, 2017 TIMETABLE - MT BARKER

Time	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9:00 - 12:00	No Classes	<u>Room D35</u> <u>Commencing 7 February</u> 66 - Process Financial Transactions and Extract Interim Reports 60 - Administer Subsidiary Accounts and Ledgers 75 - Prepare Financial Reports	<u>Room D25</u> <u>Commencing 8 February</u> <u>Open Classes</u> 67 - Set up and operate a computerised accounting system 62 - Carry out business activity and instalment activity statement tasks 63 - Establish and maintain a payroll system 73 - Design and produce business documents	<u>Room D23</u> <u>Commencing 9 February</u> 9:30am to 2:30pm Cert II and Cert III Financial Services <u>Open Class</u>	No Classes
12:30 - 3:30		No Classes	No Classes		