

Certificate III in Accounts Administration Online Timetable – SEMESTER 2, 2019



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		Option 1		Option 2		Option 3		Option 4		Option 5	
TERM 3	CRN	MONDAY	Start and Finish date	TUESDAY	Start and Finish date	WEDNESDAY	Start and Finish date	THURSDAY	Start and Finish date	FRIDAY	Start and Finish date
Write simple documents	7728	12.30pm - 3.30pm	05/08/19 - 02/09/19	9.30 am - 12.30pm	23/07/19 - 20/08/19	12.30pm - 3.30pm	07/08/19 - 04/09/19	9.30 am - 12.30pm	25/07/19 - 22/08/19		
Work effectively in the financial services industry	7726	12.30pm - 3.30pm	05/08/19 - 02/09/19	9.30 am - 12.30pm	23/07/19 - 20/08/19	12.30pm - 3.30pm	07/08/19 - 04/09/19	9.30 am - 12.30pm	25/07/19 - 22/08/19		
Perform Financial Calculations	7749					9.30 am - 12:30 pm	7/08/19 - 18/09/19				
Design and produce business documents	7751	9:30 am - 12:30 pm	5/08/19 - 30/09/19			6:00pm - 9:00pm	7/08/19 - 2/10/19				
Process financial transactions and extract interim reports	7752			6:00 pm - 9:00 pm	6/08/2019 - 15/10/19					1:00 pm - 4:00 pm	9/08/19 - 18/10/19
Process business tax requirements	7760			6:00pm - 9:00pm	6/08/2019 - 15/10/19					9:30 am - 12:30 pm	9/08/19 - 18/10/19
Conduct business activities using a computerised accounting	7764					9.30 am - 12.30pm	7/08/19 - 2/10/19	1:30pm - 4:30pm	8/08/19 - 3/10/19		
Prepare match and process receipts	7737										
Administer subsidiary accounts and ledgers	7754					9.30 am - 12.30pm	9/10/19 - 06/11/19	1:30pm - 4:30pm	10/10/19 - 07/11/19		
TERM 4	CRN	MONDAY	Start and Finish date	TUESDAY	Start and Finish date	WEDNESDAY	Start and Finish date	THURSDAY	Start and Finish date	FRIDAY	Start and Finish date
Design and produce business documents	7751			9:30 am - 12:30 pm	15/10/19 - 10/12/19			6:00pm - 9:00 pm	17/10/2019 - 12/12/19		
Prepare financial reports	7756	6:00pm - 9:00pm	14/10/19 - 25/11/19					9:30 am - 12:30 pm	17/10/19 - 28/11/19		
Prepare operational budgets	7761			1:30pm - 4:30pm	15/10/2019 - 10/12/19	6:00pm - 9:00 pm	16/10/2019 - 11/12/19				
Perform Financial Calculations	7749							1:30pm - 4:30pm	24/10/19 - 6/12/19		
Write simple documents	7728	12.30pm - 3.30pm	14/10/19 - 11/11/19	9:30 am - 12:30 pm	15/10/19 - 12/11/19	12.30pm - 3.30pm	16/10/19 - 13/11/19	9:30 am - 12:30 pm	17/10/19 - 14/11/19		
Work effectively in the financial services industry	7726	12.30pm - 3.30pm	14/10/19 - 11/11/19	9:30 am - 12:30 pm	15/10/19 - 12/11/19	12.30pm - 3.30pm	16/10/19 - 13/11/19	9:30 am - 12:30 pm	17/10/19 - 14/11/19		
Note: Students have an option to attend either of the following groups.											
Morning Group - 9.30am - 12.30pm				The following units have classes twice a week - Monday & Wednesday OR Tuesday & Thursday							
Afternoon Group - 1:30pm - 4:30pm				Write simple documents							
Evening Group - 6pm - 9pm				Work effectively in the financial services industry							