Certificate IV Accounting and Bookkeeping online Timetable – SEMESTER 2, 2019

		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
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				
Develop and use complex spreadsheets	7766			9:30 am - 12:30 pm	6/08/19 - 1/10/19			6:00pm - 9:00 pm	8/08/19 - 3/10/19		
Work effectively in the accounting and bookkeeping industry	7771	6:00pm - 9:00pm	5/08/19 - 30/09/19			9:30 am - 12:30 pm	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					1:30pm - 4:30pm	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
Set up and operate a computerised accounting system	7775	6:00 pm - 9:00 pm	5/08/19 - 25/11/19					9:30 am - 12:30 pm	8/08/2019 - 28/11/19		
Administer subsidiary accounts and ledgers	7754	6:00 pm - 9:00 pm	5/08/19 - 2/09/19					9:30 am - 12:30 pm	8/08/2019 - 5/09/19		
Establish and maintain payroll systems	7778			1:30pm - 4:30pm	13/08/19 - 8/10/19			6:00pm - 9:00 pm	15/08/2019 - 10/10/19		
Complete business activity and instalment activity statements	7779					6:00pm - 9:00pm	14/08/19 - 9/10/19				
Produce job costing information	7773					1:30pm - 4:30pm	7/08/19 - 11/09/19			9:30 am - 12:30 pm	9/08/19 - 13/09/19
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		
Develop and use complex spreadsheets	7766	9:30 am - 12:30 pm	14/10/19 - 9/12/19	6:00pm - 9:00 pm	15/10/19 - 10/12/19						
Work effectively in the accounting and bookkeeping industry	7771					1:30pm - 4:30pm	16/10/2019 - 11/12/19			9:30 am - 12:30 pm	18/10/2019 - 13/12/19
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				
Introduce cloud computing into business operations	7783	1:30pm - 4:30pm	14/10/19 - 9/12/19			6:00pm - 9:00pm	16/10/2019 - 11/12/19				
Establish and maintain payroll systems	7778							6:00pm - 9:00 pm	17/10/2019 - 12/12/19		
Complete business activity and instalment activity statements	7779			6:00pm - 9:00 pm	15/10/2019 -10/12/19					9:30 am - 12:30 pm	18/10/2019 - 13/12/19

Note: Students have an option to attend either of the following groups.

Morning Group - 9:30 am - 12:30 pm
Afternoon Group - 1:30pm - 4:30pm
Evening Group - 6pm - 9pm