Certificate II & III in Financial Services - Mt Barker Timetable – SEMESTER 2, 2019



		Ор	tion 1	Ор	tion 2	Op:	tion 1	Option 2		
TERM 3	CRN	MONDAY	Start and Finish date	TUESDAY	Start and Finish date	WEDNESDAY	Start and Finish date	THURSDAY	Start and Finish date	
Use business technology	7719	12.30pm - 3.30pm	5/08/19 - 30/09/19	9.30 am - 12.30pm	23/07/19 - 17/09/19	12.30pm - 3.30pm	07/08/19 - 02/10/19	9.30 am - 12.30pm	25/07/19 - 19/09/19	
Contribute to health and safety of self and others	7721	12.30pm - 3.30pm	5/08/19 - 30/09/19	9.30 am - 12.30pm	23/07/19 - 17/09/19	12.30pm - 3.30pm	07/08/19 - 02/10/19	9.30 am - 12.30pm	25/07/19 - 19/09/19	
Work effectively with others	7723	12.30pm - 3.30pm	5/08/19 - 30/09/19	9.30 am - 12.30pm	23/07/19 - 17/09/19	12.30pm - 3.30pm	07/08/19 - 02/10/19	9.30 am - 12.30pm	25/07/19 - 19/09/19	
Write simple documents	7728	12.30pm - 3.30pm	5/08/19 - 30/09/19	9.30 am - 12.30pm	23/07/19 - 17/09/19	12.30pm - 3.30pm	07/08/19 - 02/10/19	9.30 am - 12.30pm	25/07/19 - 19/09/19	
Work effectively in the financial services industry	7726	12.30pm - 3.30pm	5/08/19 - 30/09/19	9.30 am - 12.30pm	23/07/19 - 17/09/19	12.30pm - 3.30pm	07/08/19 - 02/10/19	9.30 am - 12.30pm	25/07/19 - 19/09/19	
Deliver and monitor a service to customers	7730	12.30pm - 3.30pm	5/08/19 - 30/09/19	9.30 am - 12.30pm	23/07/19 - 17/09/19	12.30pm - 3.30pm	07/08/19 - 02/10/19	9.30 am - 12.30pm	25/07/19 - 19/09/19	
Develop and use a savings plan	7713	12.30pm - 3.30pm	5/08/19 - 30/09/19	9.30 am - 12.30pm	23/07/19 - 17/09/19	12.30pm - 3.30pm	07/08/19 - 02/10/19	9.30 am - 12.30pm	25/07/19 - 19/09/19	
Develop knowledge of taxation	7716	12.30pm - 3.30pm	5/08/19 - 30/09/19	9.30 am - 12.30pm	23/07/19 - 17/09/19	12.30pm - 3.30pm	07/08/19 - 02/10/19	9.30 am - 12.30pm	25/07/19 - 19/09/19	
Prepare, match and process receipts	7737	12.30pm - 3.30pm	22/07/19 - 16/09/19	9.30 am - 12.30pm	6/08/19 - 01/10/19	12.30pm - 3.30pm	24/07/19 - 18/09/19	9.30 am - 12.30pm	8/08/19 - 3/10/19	
Process payment documentation	7738	12.30pm - 3.30pm	22/07/19 - 16/09/19	9.30 am - 12.30pm	6/08/19 - 01/10/19	12.30pm - 3.30pm	24/07/19 - 18/09/19	9.30 am - 12.30pm	8/08/19 - 3/10/19	
Process customer transactions	7735	12.30pm - 3.30pm	22/07/19 - 16/09/19	9.30 am - 12.30pm	6/08/19 - 01/10/19	12.30pm - 3.30pm	24/07/19 - 18/09/19	9.30 am - 12.30pm	8/08/19 - 3/10/19	
Administer financial accounts	7740	12.30pm - 3.30pm	22/07/19 - 16/09/19	9.30 am - 12.30pm	6/08/19 - 01/10/19	12.30pm - 3.30pm	24/07/19 - 18/09/19	9.30 am - 12.30pm	8/08/19 - 3/10/19	
Be MoneySmart	7733	12.30pm - 3.30pm	22/07/19 - 16/09/19	9.30 am - 12.30pm	6/08/19 - 01/10/19	12.30pm - 3.30pm	24/07/19 - 18/09/19	9.30 am - 12.30pm	8/08/19 - 3/10/19	
Organise personal work priorities and	7748	12.30pm - 3.30pm	22/07/19 - 16/09/19	9.30 am - 12.30pm	6/08/19 - 01/10/19	12.30pm - 3.30pm	24/07/19 - 18/09/19	9.30 am - 12.30pm	8/08/19 - 3/10/19	
Produce spreadsheets	7744	12.30pm - 3.30pm	22/07/19 - 16/09/19	9.30 am - 12.30pm	6/08/19 - 01/10/19	12.30pm - 3.30pm	24/07/19 - 18/09/19	9.30 am - 12.30pm	8/08/19 - 3/10/19	
TERM 4	CRN	MONDAY	Start and Finish date	TUESDAY	Start and Finish date	WEDNESDAY	Start and Finish date	THURSDAY	Start and Finish date	
Use business technology	7719	12.30pm - 3.30pm	14/10/19 - 9/12/19	9.30 am - 12.30pm	15/10/19 - 10/12/19	12.30pm - 3.30pm	16/10/19 - 11/12/19	9.30 am - 12.30pm	17/10/19 - 12/12/19	
Contribute to health and safety of self and others	7721	12.30pm - 3.30pm	14/10/19 - 9/12/19	9.30 am - 12.30pm	15/10/19 - 10/12/19	12.30pm - 3.30pm	16/10/19 - 11/12/19	9.30 am - 12.30pm	17/10/19 - 12/12/19	
Work effectively with others	7723	12.30pm - 3.30pm	14/10/19 - 9/12/19	9.30 am - 12.30pm	15/10/19 - 10/12/19	12.30pm - 3.30pm	16/10/19 - 11/12/19	9.30 am - 12.30pm	17/10/19 - 12/12/19	
Write simple documents	7728	12.30pm - 3.30pm	14/10/19 - 9/12/19	9.30 am - 12.30pm	15/10/19 - 10/12/19	12.30pm - 3.30pm	16/10/19 - 11/12/19	9.30 am - 12.30pm	17/10/19 - 12/12/19	
Work effectively in the financial services industry	7726	12.30pm - 3.30pm	14/10/19 - 9/12/19	9.30 am - 12.30pm	15/10/19 - 10/12/19	12.30pm - 3.30pm	16/10/19 - 11/12/19	9.30 am - 12.30pm	17/10/19 - 12/12/19	
Deliver and monitor a service to customers	7730	12.30pm - 3.30pm	14/10/19 - 9/12/19	9.30 am - 12.30pm	15/10/19 - 10/12/19	12.30pm - 3.30pm	16/10/19 - 11/12/19	9.30 am - 12.30pm	17/10/19 - 12/12/19	
Develop and use a savings plan	7713	12.30pm - 3.30pm	14/10/19 - 9/12/19	9.30 am - 12.30pm	15/10/19 - 10/12/19	12.30pm - 3.30pm	16/10/19 - 11/12/19	9.30 am - 12.30pm	17/10/19 - 12/12/19	
Develop knowledge of taxation	7716	12.30pm - 3.30pm	14/10/19 - 9/12/19	9.30 am - 12.30pm	15/10/19 - 10/12/19	12.30pm - 3.30pm	16/10/19 - 11/12/19	9.30 am - 12.30pm	17/10/19 - 12/12/19	
Prepare, match and process receipts	7737	12.30pm - 3.30pm	14/10/19 - 9/12/19	9.30 am - 12.30pm	15/10/19 - 10/12/19	12.30pm - 3.30pm	16/10/19 - 11/12/19	9.30 am - 12.30pm	17/10/19 - 12/12/19	
Process payment documentation	7738	12.30pm - 3.30pm	14/10/19 - 9/12/19	9.30 am - 12.30pm	15/10/19 - 10/12/19	12.30pm - 3.30pm	16/10/19 - 11/12/19	9.30 am - 12.30pm	17/10/19 - 12/12/19	
Process customer transactions	7735	12.30pm - 3.30pm	14/10/19 - 9/12/19	9.30 am - 12.30pm	15/10/19 - 10/12/19	12.30pm - 3.30pm	16/10/19 - 11/12/19	9.30 am - 12.30pm	17/10/19 - 12/12/19	
Administer financial accounts	7740	12.30pm - 3.30pm	14/10/19 - 9/12/19	9.30 am - 12.30pm	15/10/19 - 10/12/19	12.30pm - 3.30pm	16/10/19 - 11/12/19	9.30 am - 12.30pm	17/10/19 - 12/12/19	
Be MoneySmart	7733	12.30pm - 3.30pm	14/10/19 - 9/12/19	9.30 am - 12.30pm	15/10/19 - 10/12/19	12.30pm - 3.30pm	16/10/19 - 11/12/19	9.30 am - 12.30pm	17/10/19 - 12/12/19	
Organise personal work priorities and	7748	12.30pm - 3.30pm	14/10/19 - 9/12/19	9.30 am - 12.30pm	15/10/19 - 10/12/19	12.30pm - 3.30pm	16/10/19 - 11/12/19	9.30 am - 12.30pm	17/10/19 - 12/12/19	
Produce spreadsheets	7744	12.30pm - 3.30pm	14/10/19 - 9/12/19	9.30 am - 12.30pm	15/10/19 - 10/12/19	12.30pm - 3.30pm	16/10/19 - 11/12/19	9.30 am - 12.30pm	17/10/19 - 12/12/19	
Note: Students have an option to attend either of the foll	lowing group	s in each Term. The class	ses for each group will be he	ld twice a week. (Monda	ays & Wednesdays OR Tuesd	ays & Thursdays)	<u> </u>	T		
Morning Group - 9.30 am - 12.30 pm					_					
Afternoon Group - 12.30 pm - 3.30 pm										

Certificate III in Accounts Administration - Mt Barker Blackboard 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
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 Prepare match and process receipts	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 hav	re classes twice a wee	ek - Monday & Wednesday	y OR Tuesday & Thurso	lay				
Afternoon Group - 1:30pm - 4:30pm			Write simple document	ts							

Certificate IV Accounting and Bookkeeping - Mt Barker Blackboard Timetable - SEMESTER 2, 2019

		Op	tion 1	Ор	tion 2	Option 3		Option 4		Op	otion 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	6/08/19 - 1/10/19			9:30 am - 12:30 pm	8/08/2019 - 3/10/19		
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				
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
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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