

TAFESA Gilles Plains Campus



FNS17

Semester 2 2019

|           | CRN | 9.00 - 12.00                                                                      | Room  | Date         | Lecturer | CRN | 1.00 - 4.00                                                                                | Room  | Date         | Lecturer  | CRN | 6.15 - 9.15                                                              | Room  | Date         | Lecturer |
|-----------|-----|-----------------------------------------------------------------------------------|-------|--------------|----------|-----|--------------------------------------------------------------------------------------------|-------|--------------|-----------|-----|--------------------------------------------------------------------------|-------|--------------|----------|
| Monday    |     |                                                                                   |       |              |          |     |                                                                                            |       |              |           |     |                                                                          |       |              |          |
|           |     |                                                                                   |       |              |          | 191 | Design & produce business documents (BSBITU306) (8 weeks) T3                               | N1.30 | 5/8 - 23/9   | Shivanthi | 219 | Set up & operate a computerised accounting system (FNSACC416) (15 weeks) | N1.30 | 5/8 - 25/11  | Trudy    |
|           |     |                                                                                   |       |              |          | 192 | Develop and use complex spreadsheets (BSBITU402) (8weeks) T4                               | N1.30 | 14/10 - 2/12 | Frank     | 216 | Administer subsidiary accounts & ledgers (FNSACC312) (2 week) T2         | N1.30 | 2/12 - 9/12  | Trudy    |
| Tuesday   |     |                                                                                   |       |              |          |     |                                                                                            |       |              |           |     |                                                                          |       |              |          |
|           | 225 | Process financial transactions & extract interim reports (FNSACC311) (8 weeks) T3 | N1.31 | 6/8 - 24/9   | Trudy    |     |                                                                                            |       |              |           | 217 | Perform financial calculations (FNSACC313) ( 8 weeks) T3                 | N1.31 | 6/8 - 24/9   | Trudy    |
|           | 224 | Prepare financial reports (BSBFIA401) (8 weeks) T4                                | N1.31 | 15/10 - 3/12 | Trudy    |     |                                                                                            |       |              |           | 218 | Process business tax requirements (FNSACC411) (8 weeks) T4               | N1.31 | 15/10 - 3/12 | Trudy    |
| Wednesday |     |                                                                                   |       |              |          |     |                                                                                            |       |              |           |     |                                                                          |       |              |          |
|           |     |                                                                                   |       |              |          |     |                                                                                            |       |              |           |     |                                                                          |       |              |          |
|           |     |                                                                                   |       |              |          |     |                                                                                            |       |              |           |     |                                                                          |       |              |          |
| Thursday  |     |                                                                                   |       |              |          |     |                                                                                            |       |              |           |     |                                                                          |       |              |          |
|           |     |                                                                                   |       |              |          | 212 | Establish & maintain a payroll system (FNSTPB402) (8 weeks) T3                             | N1.30 | 8/8 - 26/9   | Trudy     |     |                                                                          |       |              |          |
|           |     |                                                                                   |       |              |          | 211 | Carry out business activity & instalment activity statement tasks (FNSTPB401) (8 weeks) T4 | N1.30 | 17/10 - 5/12 | Trudy     |     |                                                                          |       |              |          |
| Friday    |     |                                                                                   |       |              |          |     |                                                                                            |       |              |           |     |                                                                          |       |              |          |
|           |     |                                                                                   |       |              |          |     |                                                                                            |       |              |           |     |                                                                          |       |              |          |