

# Timetable



Government of  
South Australia

RTO Code: 41026 | CRICOS Code: 00092B | HEP Code: PRV14002

**Certificate IV in Accounting and Bookkeeping**

**Only for Continuing Students of FNS40217**

**National Code: FNS40217**

**TAFE SA Code/Study Path for enrolment: TP01097**

**National Training package Requirements: 8 Core units plus 5 of the 7 Elective units**

**Semester 2, 2023**

**Study Mode: Virtual Classroom**

Suggested Unit Order	National Code	Unit of Competency Title	Core/ Elective	Duration (weeks)	INTAKE 1 - CRNs	Blackboard Classes Scheduled dates		INTAKE 2 - CRNs	Blackboard Classes Scheduled dates	
					Enrol Before Start Date 31/07/23	Start date:	Time	Enrol Before Start Date 9/10/23	Start date:	Time
1	BSBITU306	Design and produce business documents	Elective	8	13383	31/07/2023	10 am - 12:30 pm	13384	9/10/2023	10 am - 12:30 pm
2	FNSACC408	Work effectively in the accounting and bookkeeping industry	Core	8	13339	1/08/2023	6 pm - 8:30 pm	13340	9/10/2023	9:30 am - 12 pm
3	FNSACC311	Process financial transactions and extract interim reports	Core	9	13332	1/08/2023	9:30 am - 12 pm	13333	10/10/2023	9:30 am - 12 pm
4	BSBFIA401	Prepare financial reports	Core	8	13324	3/08/2023	10 am - 12:30 pm	13325	12/10/2023	10 am - 12:30 pm
5	FNSACC312	Administer subsidiary accounts and ledgers	Core	4	13334	1/08/2023	1 pm - 3:30 pm	13335	11/10/2023	1 pm - 3:30 pm
6	BSBITU402	Design and produce complex spreadsheets	Elective	8	13385	31/07/2023	9:30 am - 12 pm	13386	9/10/2023	1 pm - 3:30 pm
7	FNSACC416	Set up and operate computerised accounting systems	Core	16	13346	2/08/2023	10 am - 12:30 pm	Not available in Intake 2		
8	FNSACC411	Process business tax requirements	Elective	8	13341	2/08/2023	12 pm - 2 pm	13342	11/10/2023	2 pm - 4 pm
9	FNSTPB402	Establish and maintain a payroll system	Core	8	13349	3/08/2023	9:30 am - 12 pm	13350	12/10/2023	9:30 am - 12 pm
10	FNSTPB401	Complete business activity and instalment activity statements	Core	8	13347	3/08/2023	1 pm - 3:30 pm	13348	12/10/2023	1 pm - 3:30 pm
11	FNSACC412	Prepare operational budgets	Elective	8	13343	3/08/2023	1 pm - 3:30 pm	13344	12/10/2023	1 pm - 3:30 pm
12	FNSACC414	Prepare financial statements for non-reporting entities	Elective	12	13345	1/08/2023	9:30 am - 12 pm			
13	FNSACC407	Produce job costing information	Elective	8	13337	1/08/2023	2 pm - 4:30 pm	13338	11/10/2023	2 pm - 4 pm
14	FNSACC313	Perform Financial Calculations	Elective	6	13336	31/07/2023	1 pm - 3:30 pm	Not available in Intake 2		
15	BSBSMB412	Introduce cloud computing into business operations	Core	8	13326	2/08/2023	3:30 pm - 5:30 pm	13327	12/10/2023	3 pm - 5:30 pm

## INSTRUCTIONS:

There are 2 Intakes in Semester 2 2023 .

The Scheduled dates and time of the Blackboard classes offered during Semester 2, 2023 are provided in the timetable above.

To ensure you have access to the live Blackboard session, you should enrol before the Start date of the Intake.

For those who enrol after the start date of the intake, the missed Blackboard sessions will be available via recordings.

Students have the opportunity to study each unit in both the Intakes (except 2 units which are not offered in the Intake 2) .

Blackboard classes are either in the form of Live sessions or Recordings or Tutorials.





