

Timetable



Government of
South Australia

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

Certificate IV in Accounting and Bookkeeping

National Code: FNS40222

Only for New Students of FNS40222

TAFE SA Code/Study Path for enrolment: TP01378

National Training package Requirements: 10 Core units plus 3 of the 5 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 31/07/2023	Start date:	Time	Enrol Before Start Date 9/10/2023	Start date:	Time
1	BSBTEC302	Design and produce spreadsheets	Core	8	829	1/08/2023	10 am - 12 pm	2960	10/10/2023	10 am - 12 pm
2	FNSACC418	Work effectively in the accounting and bookkeeping industry	Core	8	1578	1/08/2023	6 pm - 8:30 pm	1579	9/10/2023	9:30 am - 12 pm
3	FNSACC321	Process financial transactions and extract interim reports	Core	9	1574	1/08/2023	9:30 am - 12:00 pm	1575	10/10/2023	9:30 am - 12 pm
4	FNSACC421	Prepare financial reports	Core	8	1580	3/08/2023	10 am - 12:30 pm	1581	12/10/2023	10 am - 12:30 pm
5	FNSACC322	Administer subsidiary accounts and ledgers	Core	4	1576	1/08/2023	1 pm - 3:30 pm	1577	11/10/2023	1 pm - 3:30 pm
6	BSBTEC402	Design and produce complex spreadsheets	Elective	8	830	31/07/2023	9:30 am - 12:00 pm	831	9/10/2023	1 pm - 3:30 pm
7	FNSACC426	Set up and operate computerised accounting systems	Core	16	n/a			n/a		
8	FNSACC411	Process business tax requirements	Elective	8	n/a			n/a		
9	FNSTPB412	Establish and maintain a payroll system	Core	8	n/a			n/a		
10	FNSTPB411	Complete business activity and instalment activity statements	Core	8	n/a			n/a		
11	FNSACC412	Prepare operational budgets	Core	8	n/a			n/a		
12	FNSACC414	Prepare financial statements for non-reporting entities	Core	12	n/a			n/a		
13	FNSACC407	Produce job costing information	Elective	8	n/a			n/a		
14	BSBTEC301	Design and produce business documents	Elective	4	n/a			n/a		
15	FNSACC313	Perform Financial Calculations	Elective	6	This unit is only available as a Credit transfer if completed an equivalent version previously (not delivered in FNS40222)					

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. Intake 1 starts from 31/07/23 and Intake 2 starts from 9/10/23.

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.

