

Timetable



Centre	Business, Hospitality and Language		Semester		of		DP Number	385811 385819 385821 385822 386680	
Program Code	FNS40215	Program Name	Certificate IV in Bookkeeping			<i>Timetable subject to change</i>		Year	2017
Location	Maroochy	Start Date	23-Jan-17	End Date	23-Jun-17	Other Information			
Version Control	Version 1	as at (Date)							
Monday		Tuesday		Wednesday		Thursday		Friday	
Unit Code/s and Name	Orientation	Unit Code/s and Name		Unit Code/s and Name	BSBWR301 Write Simple Documents	Unit Code/s and Name		Unit Code/s and Name	
Start Date:	Monday, 23 January 2017	Start Date:		Start Date:	Wednesday, 25 January 2017	Start Date:		Start Date:	
End Date:	Monday, 23 January 2017	End Date:		End Date:	Wednesday, 25 January 2017	End Date:		End Date:	
Start Time:	9.00am	Start Time:		Start Time:	8.30 AM	Start Time:		Start Time:	
End Time:	12:00pm	End Time:		End Time:	2:45 PM	End Time:		End Time:	
No of Weeks	1	No of Weeks		No of Weeks	1	No of Weeks		No of Weeks	
Room:	Lecture Theatre	Room:		Room:	Computer Room 3.09	Room:		Room:	
Teacher:	Julie Collins-Moore	Teacher:		Teacher:	Julie Collins-Moore	Teacher:		Teacher:	
MP Category	PTES - Day	MP Category		MP Category	PTES - Day	MP Category		MP Category	
Class size		Class size		Class size	20	Class size		Class size	
<i>45 minutes lunch break</i>									
Unit Code/s and Name	FNSACC301/FNSACC302 Accounting Cluster	Unit Code/s and Name		Unit Code/s and Name	BSBITU306 Design and Produce Business Documents	Unit Code/s and Name	FNSACC301/FNSACC302 Accounting Cluster	Unit Code/s and Name	
Start Date:	Monday, 30 January 2017	Start Date:		Start Date:	Wednesday, 1 February 2017	Start Date:	Thursday, 2 February 2017	Start Date:	
End Date:	Monday, 6 March 2017	End Date:		End Date:	Wednesday, 22 February 2017	End Date:	Thursday, 30 March 2017	End Date:	
Start Time:	8:30 AM	Start Time:		Start Time:	8:30 AM	Start Time:	8:30 AM	Start Time:	
End Time:	4:00 PM	End Time:		End Time:	5:00 PM	End Time:	4:00 PM	End Time:	
No of Weeks	6	No of Weeks		No of Weeks	4	No of Weeks	9	No of Weeks	
Room:	Computer Room 3.09	Room:		Room:	3.34	Room:	Computer Room 3.09	Room:	
Teacher:	Julie Collins-Moore	Teacher:		Teacher:	Brian Davidson	Teacher:	Julie Collins-Moore	Teacher:	
MP Category	PTES - Day	MP Category		MP Category	PTES - Day	MP Category	PTES - Day	MP Category	
Class size	20	Class size		Class size	20	Class size		Class size	
<i>With Diploma of accounting</i>						<i>With Diploma of Accounting</i>			

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Monday		Tuesday		Wednesday		Thursday		Friday	
Unit Code/s and Name	FNSACC406 & FNSACC405 Set up and Operate a Computerised Accounting System	Unit Code/s and Name		Unit Code/s and Name	BSBITU402 Develop and Use Complex Spreadsheets	Unit Code/s and Name	FNSBKG404 Carry Out BAS and Instalment tasks	Unit Code/s and Name	
Start Date:	Monday, 13 March 2017	Start Date:		Start Date:	Wednesday, 1 March 2017	Start Date:	Thursday, 20 April 2017	Start Date:	
End Date:	Monday, 22 May 2017	End Date:		End Date:	Wednesday, 29 March 2017	End Date:	Thursday, 18 May 2017	End Date:	
Start Time:	8:30 AM	Start Time:		Start Time:	8.30am	Start Time:	8.30 am	Start Time:	
End Time:	4:00 PM	End Time:		End Time:	5.00 pm	End Time:	4:00 PM	End Time:	
No of Weeks	7	No of Weeks		No of Weeks	5	No of Weeks	5	No of Weeks	
Room:	Computer Room 3.09	Room:		Room:	3.34	Room:	Computer Room 3.09	Room:	
Teacher:	Julie Collins-Moore	Teacher:		Teacher:	Brian Davidson	Teacher:	Ronni Johnston	Teacher:	
MP Category	PTES - Day	MP Category		MP Category	PTES - Day	MP Category	PTES - Day	MP Category	
Class size	20	Class size		Class size		Class size	20	Class size	
				<i>With Diploma of Accounting</i>		<i>With Diploma of Accounting</i>			
Unit Code/s and Name	FNSBKG401 Develop and Implement Bookkeeping Policies	Unit Code/s and Name		Unit Code/s and Name	BSBFIA401 Prepare Financial Reports	Unit Code/s and Name	FNSBKG405 Establish and Maintain a Payroll System	Unit Code/s and Name	
Start Date:	Monday, 29 May 2017	Start Date:		Start Date:	Wednesday, 19 April 2017	Start Date:	Thursday, 25 May 2017	Start Date:	
End Date:	Monday, 29 May 2017	End Date:		End Date:	Wednesday, 17 May 2017	End Date:	Thursday, 22 June 2017	End Date:	
Start Time:	8:30 AM	Start Time:		Start Time:	8:30 AM	Start Time:	8:30 AM	Start Time:	
End Time:	2:45 PM	End Time:		End Time:	4:00 PM	End Time:	4:00 PM	End Time:	
No of Weeks	1	No of Weeks		No of Weeks	5	No of Weeks	5	No of Weeks	
Room:	Computer Room 3.09	Room:		Room:	Computer Room 3.09	Room:	Computer Room 3.09	Room:	
Teacher:	Julie Collins-Moore	Teacher:		Teacher:	Julie Collins-Moore	Teacher:	Ronni Johnston	Teacher:	
MP Category	PTES - Day	MP Category		MP Category	PTES - Day	MP Category	PTES - Day	MP Category	
Class size	20	Class size		Class size	20	Class size	20	Class size	
						<i>With Diploma of Accounting</i>			

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Version Control		Version 1	as at (Date)						
Monday		Tuesday		Wednesday		Thursday		Friday	
Unit Code/s and Name		Unit Code/s and Name		Unit Code/s and Name	FNSINC401 & FNSACC303 Apply Principles of Professional Practice & Perform Financial Calculations	Unit Code/s and Name		Unit Code/s and Name	
Start Date:		Start Date:		Start Date:	Wednesday, 24 May 2017	Start Date:		Start Date:	
End Date:		End Date:		End Date:	Wednesday, 14 June 2017	End Date:		End Date:	
Start Time:		Start Time:		Start Time:	8:30 AM	Start Time:		Start Time:	
End Time:		End Time:		End Time:	4:00 PM	End Time:		End Time:	
No of Weeks		No of Weeks		No of Weeks	4	No of Weeks		No of Weeks	
Room:		Room:		Room:	Computer Room 3.09	Room:		Room:	
Teacher:		Teacher:		Teacher:	TBA	Teacher:		Teacher:	
MP Category		MP Category		MP Category	CTES - Day	MP Category		MP Category	
Class size		Class size		Class size	20	Class size		Class size	