

RANDWICK TAFE

Semester 1, 2016 **CERT 4 IN ACCOUNTING (FNS40615) & CERT 4 IN BOOKKEEPING (FNS40215)**

FULL TIME TIMETABLE

Also Stage 1 Diploma Students (New Students) Course cal occ 16RDW-100 & 16RDW-110

*** **NOTE: Withdrawals without a penalty to a course or unit must be done in writing by date to be advised for Semester 1, 2016** ***

Day	Time & Unit No	Unit Name	Teacher/Room No	Start date	Room	Weeks
Mon	9am-12.30pm	<u>Accounting Foundations plus NRE</u> Process fin trans & extract interim rpts (16RDW-100) Administer Subsidiary Accs & Ledgers (16RDW-100) Prepare financial reports (16RDW-100) Pre fin state for non-reporting entitles (16RDW-100)	TBA Room A212	15/02/16 15/02/16 18/04/16 30/05/16	28/03/16 28/03/16 23/05/16 13/06/16	1-7 8-13 14-16
	1pm-4pm	<u>The Financial Services Industry, Fin Calculations & Budgets</u> Apply prin prof prac to work fin serv ind (16RDW-100) Dev & impl pol & pract relevant to b/k (16RDW-100) <i>(Both subjects will consist of flexible delivery)</i> Perform financial calculations (16RDW-100) Prepare Operational Budget (16RDW-100)	Abe Fong Room A222	15/02/16 29/02/16 18/04/16 9/05/16	22/02/16 28/03/16 2/05/16 23/05/16	1-2 3-6 7-10 11-16
Wed	9am-12 noon	<u>Accounting Foundations plus NRE (continues from Monday)</u> Process fin trans & extract interim rpts (16RDW-100) Administer Subsidiary Accs & Ledgers (16RDW-100) Prepare financial reports (16RDW-100) Pre fin state for non-reporting entitles (16RDW-100)	TBA Room A212	17/02/16 17/02/16 20/04/16 01/06/16	30/03/16 30/03/16 25/05/16 15/06/16	1-7 8-13 14-16
	1pm-4pm	<u>Business Taxes & Business Activity Statements</u> Carry out bus activity & install tasks (16RDW-100) Process business tax requirements (16RDW-100)	Abe Fong Room A222	17/02/16 04/05/16	27/04/16 15/06/16	1-9 10-16
Thur	9am-12 noon	<u>Accounting Foundations plus NRE (continues from Monday)</u> Process fin trans & extract interim rpts (16RDW-100) Administer Subsidiary Accs & Ledgers (16RDW-100) Prepare financial reports (16RDW-100) Pre fin state for non-reporting entitles (16RDW-100)	TBA Room A212	18/02/16 18/02/16 21/04/16 02/06/16	31/03/16 31/03/16 26/05/16 16/06/16	1-7 8-13 14-16
	1pm-5.30pm	<u>Intermediate Word & Excel plus Advanced MYOB & Payroll</u> Design and produce business documents (16RDW-100) Set up & operate a comp acc system (16RDW-100) Establish & maintain a payroll system (16RDW-100)	Abe Fong Room A222	18/02/16 03/03/16 26/05/16	25/02/16 19/05/16 16/06/16	1-2 3-12 13-16
Fri	11am-4pm	Optional drop in centre to assist students with all units	Room A222	26/02/16	10/06/16	2-15

RANDWICK TAFE

Semester 1, 2016 **DIPLOMA IN ACCOUNTING (FNS50215)**

FULL TIME TIMETABLE (Stage 1 Only; Stage 2 will be given out before Semester 2 ends)

Course cal occ 16RDW-100 & 16RDW-110

***** NOTE: Withdrawals without a penalty to a course or unit must be done in writing by date to be advised for Semester 1, 2016 *****

Day	Time & Unit No	Unit Name	Teacher/Room No	Start date	Room	Weeks
Mon	9am-12.30pm	Accounting Foundations plus NRE	TBA Room A212	15/02/16	28/03/16	1-7
	FNSACC301	Process fin trans & extract interim rpts (16RDW-100)		15/02/16	28/03/16	
	FNSACC302	Administer Subsidiary Accs & Ledgers (16RDW-100)		18/04/16	23/05/16	8-13
	BSBFIA401	Prepare financial reports (16RDW-100)		30/05/16	13/06/16	14-16
Wed	9am-12 noon	Accounting Foundations plus NRE (continues from Monday)	TBA Room A212	17/02/16	30/03/16	1-7
	FNSACC301	Process fin trans & extract interim rpts (16RDW-100)		17/02/16	30/03/16	
	FNSACC30	Administer Subsidiary Accs & Ledgers (16RDW-100)		20/04/16	25/05/16	8-13
	BSBFIA401	Prepare financial reports (16RDW-100)		01/06/16	15/06/16	14-16
	1pm-4pm	Internal Controls, Budgeting & Forecasting	Abe Fong Room A222	17/02/16	27/04/16	1-9
	FNSACC506	Implement & main internal control proc (16RDW-100)		04/05/16	15/06/16	10-16
	FNSACC503	Manage budgets and forecasts (16RDW-100)				
Thur	9am-12 noon	Accounting Foundations plus NRE (continues from Monday)	TBA Room A212	18/02/16	31/03/16	1-7
	FNSACC301	Process fin trans & extract interim rpts (16RDW-100)		18/02/16	31/03/16	
	FNSACC30	Administer Subsidiary Accs & Ledgers (16RDW-100)		21/04/16	26/05/16	8-13
	BSBFIA401	Prepare financial reports (16RDW-100)		02/06/16	16/06/16	14-16
Fri	11am-4pm	Optional drop in centre to assist students with all units	Room A222	26/02/16	10/06/16	2-15

RANDWICK TAFE

Semester 1, 2016 CERT 4 IN ACCOUNTING (FNS40615) & CERT 4 IN BOOKKEEPING (FNS40215)

PART TIME EVENING TIMETABLE

Course cal occ 16RDW-120

***** NOTE: Withdrawals without a penalty to a course or unit must be done in writing by date to be advised for Semester 1, 2016 *****

Day	Time & Unit No	Unit Name	Teacher/Room No	Start date	Room	Weeks
Mon	5.30pm-9.30pm	Accounting Foundations plus NRE	TBA Room A212	15/02/16	28/03/16	1-7
	FNSACC301	Process fin trans & extract interim rpts (16RDW-100)		15/02/16	28/03/16	
	FNSACC302	Administer Subsidiary Accs & Ledgers (16RDW-100)		18/04/16	23/05/16	8-13
	BSBFIA401	Prepare financial reports (16RDW-100)		30/05/16	13/06/16	14-16
Wed	5.30pm-9.30pm	The Financial Services Industry, Fin Calculations & Budgets	TBA Room A222	17/02/16	09/03/16	2-5
	FNSINC401	Apply prin prof prac to work fin serv ind (16RDW-100)		16/03/16	30/03/16	6-8
	FNSBKG401	Dev & impl pol & pract relevant to b/k (16RDW-100) <i>(Both subjects will consist of flexible delivery)</i>				
Thur	5.30pm-9.30pm	Advanced MYOB & Payroll	TBA Room A212	18/02/16	31/03/16	1-7
	FNSACC301	Set up & operate a comp acc system (16RDW-100)		18/02/16	31/03/16	
	FNSACC302	Establish & maintain a payroll system (16RDW-100)		21/04/16	26/05/16	8-13
	BSBFIA401			02/06/16	16/06/16	14-16
	FNSACC404					

Semester 1, 2016 **DIPLOMA IN ACCOUNTING (FNS50215)**

PART TIME TIMETABLE (Stage 1 Only; Stage 2 will be given out before Semester 2 ends)

Course cal occ 16RDW-120

***** NOTE: Withdrawals without a penalty to a course or unit must be done in writing by date to be advised for Semester 1, 2016 *****

Day	Time & Unit No	Unit Name	Teacher/Room No	Start date	Room	Weeks
Mon	<u>5.30pm-9.30pm</u>	<u>Accounting Foundations plus NRE</u>	TBA Room A212	15/02/16	28/03/16	1-7
	FNSACC301	Process fin trans & extract interim rpts (16RDW-100)		15/02/16	28/03/16	
	FNSACC302	Administer Subsidiary Accs & Ledgers (16RDW-100)		18/04/16	23/05/16	8-13
	BSBFIA401	Prepare financial reports (16RDW-100)		30/05/16	13/06/16	14-16
Tue	<u>5.30pm-9.30pm</u>	<u>Advanced MYOB</u>	Abe Fong Room A222	01/03/16	17/05/16	3-12
	FNSACC406	Set up & operate a computerised accounting system (16RDW-120)				
Thur	<u>5.30pm-9.30pm</u>	<u>Accounting Foundations plus NRE (continues from Monday)</u>	TBA Room A212	18/02/16	31/03/16	1-7
	FNSACC301	Process fin trans & extract interim rpts (16RDW-100)		18/02/16	31/03/16	
	FNSACC302	Administer Subsidiary Accs & Ledgers (16RDW-100)		21/04/16	26/05/16	8-13
	BSBFIA401	Prepare financial reports (16RDW-100)		02/06/16	16/06/16	14-16
	FNSACC404	Pre fin state for non-reporting entitles (16RDW-100)				