

**Randwick TAFE Semester 1, 2016 Timetable (Full Time) for Cert 4 in Bookkeeping (FNS40215) & Cert 4 in Accounting (FNS40615) –NEW STUDENTS ONLY. This timetable is available online at [www.tinyurl.com/randwickaccounting](http://www.tinyurl.com/randwickaccounting)**

**Faculty:** Business & Finance **Sub-faculty:** Accounting & Finance **Course Cal Occ:** 16RDW-100 & 16RDW-110 **RTO Code:** 90003

**\*\* Withdrawals without a penalty to a course or unit must be done in writing by February 19 for Semester 1, 2016\*\***

Day	Time	Unit/Subject Name	Start date-End Date	Teaching Weeks	Room No	Teacher
Mon	9am-12.30pm FNSACC301 FNSACC302 BSBFIA401 FNSACC404	<b><u>BASIC &amp; INTERMEDIATE ACCOUNTING</u></b> Process fin trans & extract interim reports (16RDW-100) Administer Subsidiary Accounts & Ledgers (16RDW-100) Prepare financial reports (16RDW-100)** Prep. fin statements for non-reporting entitles (16RDW-100)	01/02/16 - 21/03/16 01/02/16 - 21/03/16 28/03/16 - 09/05/16 16/05/16 – 13/06/16	1-8 1-8 9-13 14-18	A212	TBA
	1pm-4pm  FNSINC401 FNSBKG401  FNSACC303 FNSACC402	<b><u>FINANCIAL CALCS; BUDGETS &amp; WORKING IN THE AUSTRALIAN FINANCIAL SERVICES INDUSTRY (FSI)</u></b> Apply Principles of prof. prac to work in the FSI(16RDW-100) Dev & implement bookkeeping policies & practices (16RDW-100) (Both subjects consists of flexible delivery & mini-lectures) Perform financial calculations (16RDW-100) Prepare Operational Budget (16RDW-100)	01/02/16 - 15/02/16 22/02/16 - 07/03/16  14/03/16 - 18/04/16 25/04/16 – 13/06/16	1-3 4-6  7-10 11-18	AG16	TBA
Wed	9am-12.00pm FNSACC301 FNSACC302 BSBFIA401 FNSACC404	<b><u>BASIC &amp; INTERMEDIATE ACCOUNTING (CONTINUED)</u></b> Process fin trans & extract interim reports (16RDW-100) Administer Subsidiary Accounts & Ledgers (16RDW-100) Prepare financial reports (16RDW-100) Prep. fin statements for non-reporting entitles (16RDW-100)	03/02/16 - 23/03/16 03/02/16 - 23/03/16 30/03/16 - 11/05/16 18/05/16 - 15/06/16	1-8 1-8 9-13 14-18	A212	TBA
	1pm-4pm FNSACC401 FNSBKG404	<b><u>ACTIVITY STATEMENTS &amp; BUSINESS TAXES</u></b> Process business tax requirements (16RDW-100) Carry out BAS & IAS tasks (16RDW-100)	03/02/16 – 30/03/16 20/04/16 – 15/06/16	1-9 10-18	AG16	TBA
Thur	9am-12.30pm FNSACC301 FNSACC302 BSBFIA401 FNSACC404	<b><u>BASIC &amp; INTERMEDIATE ACCOUNTING (CONTINUED)</u></b> Process fin trans & extract interim reports (16RDW-100) Administer Subsidiary Accounts & Ledgers (16RDW-100) Prepare financial reports (16RDW-100)** Prep. fin statements for non-reporting entitles (16RDW-100)	04/02/16 - 24/03/16 04/02/16 - 24/03/16 31/03/16 - 12/05/16 19/05/16 - 16/06/16	1-8 1-8 9-13 14-18	A212	TBA
	1pm-5.30pm BSBITU306 FNSACC406 FNSBKG405	<b><u>INTERMEDIATE WORD, EXCEL PLUS ADVANCED MYOB &amp; PAYROLL</u></b> Design and produce business documents (16RDW-100) Set up & operate a comp accounting system (16RDW-100) Establish & maintain a payroll system (16RDW-100)	04/02/16 - 25/02/16 03/03/16 - 19/05/16 26/05/16 - 16/06/16	1-4 5-14 15-18	AG16	TBA
Fri	Drop in centre	Assistance with all units	12/02/16 – 03/06/16	2-16	AG16	TBA

**Randwick TAFE Semester 1, 2016 Timetable (Part-Time) for Cert 4 in Bookkeeping (FNS40215) & Cert 4 in Accounting (FNS40615) –NEW STUDENTS ONLY. This timetable is available online at [www.tinyurl.com/randwickaccounting](http://www.tinyurl.com/randwickaccounting)**

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Day	Time	Unit/Subject Name	Start Date-End Date	Teaching Weeks	Room No	Teacher
Mon	5.30pm-9.30pm FNSACC301 FNSACC302 BSBFIA401 FNSACC404	<b><u>BASIC &amp; INTERMEDIATE ACCOUNTING</u></b> Process fin trans & extract interim reports (16RDW-100) Administer Subsidiary Accounts & Ledgers (16RDW-100) Prepare financial reports (16RDW-100)** Prep. fin statements for non-reporting entitles (16RDW-100)	01/02/16 - 21/03/16 01/02/16 - 21/03/16 28/03/16 - 09/05/16 16/05/16 – 13/06/16	1-8 1-8 9-13 14-18	A212	TBA
Wed	6pm-9pm FNSINC401 FNSBKG401	<b><u>WORKING IN THE AUSTRALIAN FINANCIAL SERVICES INDUSTRY (FSI)</u></b> Apply Principles of prof. prac to work in the FSI(16RDW-100) Dev & implement bookkeeping policies & practices (16RDW-100) (Both subjects consists of flexible delivery & mini-lectures)	01/02/16 - 15/02/16 22/02/16 - 07/03/16	2-5 6-8	A212	TBA
Thur	5.30pm-9.30pm FNSACC301 FNSACC302 BSBFIA401 FNSACC404	<b><u>BASIC &amp; INTERMEDIATE ACCOUNTING (CONTINUED)</u></b> Process fin trans & extract interim reports (16RDW-100) Administer Subsidiary Accounts & Ledgers (16RDW-100) Prepare financial reports (16RDW-100)** Prep. fin statements for non-reporting entitles (16RDW-100)	04/02/16 - 24/03/16 04/02/16 - 24/03/16 31/03/16 - 12/05/16 19/05/16 - 16/06/16	1-8 1-8 9-13 14-18	A212	TBA

**NOTE: STUDENTS THAT COMPLETED SOME OF THESE UNITS IN PREVIOUS OR OTHER QUALIFICATIONS**

- Please contact Abraham Fong (contact details given below) to have your RPL processed.
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