



FNS30317 Certificate III in Accounts Administration Term 4, 2020 Timetable

Term	Date	Week	Unit of Competency	Unit Code	Assessment Submission Due Date
B7, Term 4 2020	5/10/2020	1	Administer subsidiary accounts and ledgers	FNSACC312	25/10/2020
	12/10/2020	2			
	19/10/2020	3			
	26/10/2020	4	Process financial transactions and extract interim reports	FNSACC311	08/11/2020
	2/11/2020	5			
B8, Term 4 2020	9/11/2020	6	Administer fixed asset register	FNSORG301	22/11/2020
	16/11/2020	7			
	23/11/2020	8	Organise personal work priorities and development	BSBWOR301	29/11/2020
	30/11/2020	9	Conduct business activities using a computerised accounting system	FNSACC304	13/12/2020
	7/12/2020	10			
Term Break (14/12/2020 to 03/01/2021 - 3 Weeks)					



FNS40217 Certificate IV in Accounting and Bookkeeping Term 4, 2020 Timetable

Term	Date	Week	Unit of Competency	Unit Code	Assessment Submission Due Date
B7, Term 4, 2020	5/10/2020	1	Process financial transactions and extract interim reports	FNSACC311	25/10/2020
	12/10/2020	2			
	19/10/2020	3			
	26/10/2020	4	Administer subsidiary accounts and ledgers	FNSACC312	08/11/2020
	2/11/2020	5			
B8, Term 4, 2020	9/11/2020	6	Work effectively in the accounting and bookkeeping industry	FNSACC408	29/11/2020
	16/11/2020	7			
	23/11/2020	8			
	30/11/2020	9	Design and produce business documents	BSBITU306	13/12/2020
	7/12/2020	10			
Term Break (14/12/2020 to 03/01/2021 - 3 Weeks)					



Educating for Excellence

FNS50217 Diploma of Accounting Term 4, 2020 Timetable

Term	Date	Week	Unit of Competency	Unit Code	Assessment Submission Due Date
B7, Term 4, 2020	5/10/2020	1	Implement and maintain internal control procedures	FNSACC516	8/11/2020
	12/10/2020	2			
	19/10/2020	3			
	26/10/2020	4			
	2/11/2020	5			
B8, Term 4, 2020	9/11/2020	6	Establish and maintain accounting information systems	FNSACC505	13/12/2020
	16/11/2020	7			
	23/11/2020	8			
	30/11/2020	9			
	7/12/2020	10			
Term Break (14/12/2020 to 03/01/2021 - 3 Weeks)					



FNS60217 Advanced Diploma of Accounting Term 4, 2020 Timetable

Term	Date	Week	Unit of Competency	Unit Code	Assessment Submission Due Date
B7, Term 4, 2020	5/10/2020	1	Evaluate organisation's financial performance	FNSACC608	8/11/2020
	12/10/2020	2			
	19/10/2020	3			
	26/10/2020	4			
	2/11/2020	5			
B8, Term 4, 2020	9/11/2020	6	Evaluate financial risk	FNSACC609	13/12/2020
	16/11/2020	7			
	23/11/2020	8			
	30/11/2020	9			
	7/12/2020	10			
Term Break (14/12/2020 to 03/01/2021 - 3 Weeks)					