



Educating for Excellence

## Australian Ideal College

RTO No.: 91679 CRICOS Provider Code: 03053G ABN: 15 126 592 756  
 Sydney Campus: Level 7 & 8, 75 King St, Sydney NSW 2000  
 Adelaide Campus: Level 3, 21-23 Rundle Mall, Adelaide SA 5000  
 Hobart Campus: Ground Floor, 116 Murray St, Hobart TAS 7000  
 Tel: +61-2-92622968 Fax: +61-2-9262 2938  
 Email: info@aic.edu.au Website: www.aic.edu.au

### FNS30317 Certificate III in Accounts Administration Term 1, 2021 Timetable

Term	Date	Week	Unit of Competency	Unit Code	Assessment Submission Due Date
B1, Term 1 2021	04/01/2021	1	Perform financial calculations	FNSACC313	17/01/2021
	11/01/2021	2			
	18/01/2021	3	Work effectively in the financial services industry	FNSINC301	24/01/2021
	25/01/2021	4	Design and produce business documents	BSBITU306	07/02/2021
	01/02/2021	5			
B2, Term 1 2021	08/02/2021	6	Design and produce spreadsheets	BSBITU314	21/02/2021
	15/02/2021	7			
	22/02/2021	8	Write simple documents	BSBWRT301	28/02/2021
	01/03/2021	9	Deliver and monitor a service to customers	BSBCUS301	14/03/2021
	08/03/2021	10			
<b>Term Break (15/03/2021 to 04/04/2021) - 3 Weeks</b>					



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### FNS40217 Certificate IV in Accounting and Bookkeeping Term 1, 2021 Timetable

Term	Date	Week	Unit of Competency	Unit Code	Assessment Submission Due Date
B1, Term 1 2021	04/01/2021	1	Prepare financial reports	BSBFIA401	07/02/2021
	11/01/2021	2			
	18/01/2021	3			
	25/01/2021	4			
	01/02/2021	5			
B2, Term 1 2021	08/02/2021	6	Establish and maintain a payroll system	FNSTPB402	28/02/2021
	15/02/2021	7			
	22/02/2021	8	Develop and use complex spreadsheets	BSBITU402	14/03/2021
01/03/2021	9				
	08/03/2021	10			
<b>Term Break (15/03/2021 to 04/04/2021) - 3 Weeks</b>					



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### FNS50217 Diploma of Accounting Term 1, 2021 Timetable

Term	Date	Week	Unit of Competency	Unit Code	Assessment Submission Due Date
B1, Term 1 2021	04/01/2021	1	Manage budgets and forecasts	FNSACC513	24/01/2021
	11/01/2021	2			
	18/01/2021	3			
	25/01/2021	4	Lead effective workplace relationships	BSBLDR402	07/02/2021
	01/02/2021	5			
B2, Term 1 2021	08/02/2021	6	Prepare tax documentation for individuals	FNSACC512	14/03/2021
	15/02/2021	7			
	22/02/2021	8			
	01/03/2021	9			
	08/03/2021	10			
<b>Term Break (15/03/2021 to 04/04/2021) - 3 Weeks</b>					



**FNS60217 Advanced Diploma of Accounting Term 1, 2021 Timetable**

Term	Date	Week	Unit of Competency	Unit Code	Assessment Submission Due Date
B1, Term 1 2021	04/01/2021	1	Interpret and use financial statistics and tools	FNSINC602	07/02/2021
	11/01/2021	2			
	18/01/2021	3			
	25/01/2021	4			
	01/02/2021	5			
B2, Term 1 2021	08/02/2021	6	Prepare and analyse management accounting information	FNSACC613	14/03/2021
	15/02/2021	7			
	22/02/2021	8			
	01/03/2021	9			
	08/03/2021	10			
<b>Term Break (15/03/2021 to 04/04/2021) - 3 Weeks</b>					