



**FNS30317 Certificate III in Accounts Administration Term 4, 2021 Timetable**

Term	Date	Week	Unit of Competency	Unit Code	Assessment Submission Due Date
B7 Term 4, 2021	04/10/2021	1	Administer subsidiary accounts and ledgers	FNSACC312	24/10/2021
	11/10/2021	2			
	18/10/2021	3			
	25/10/2021	4	Process financial transactions and extract interim reports	FNSACC311	07/11/2021
	01/11/2021	5			
B8 Term 4, 2021	08/11/2021	6	Administer fixed asset register	FNSORG301	21/11/2021
	15/11/2021	7			
	22/11/2021	8	Organise personal work priorities and development	BSBWOR301	28/11/2021
	29/11/2021	9	Conduct business activities using a computerised accounting system	FNSACC304	12/12/2021
	06/12/2021	10			
<b>Term Break (13/12/2021 to 02/01/2022) - 3 Weeks</b>					



**FNS40217 Certificate IV in Accounting and Bookkeeping Term 4, 2021 Timetable**

Term	Date	Week	Unit of Competency	Unit Code	Assessment Submission Due Date
B7 Term 4, 2021	04/10/2021	1	Process financial transactions and extract interim reports	FNSACC311	24/10/2021
	11/10/2021	2			
	18/10/2021	3			
	25/10/2021	4	Administer subsidiary accounts and ledgers	FNSACC312	07/11/2021
	01/11/2021	5			
B8 Term 4, 2021	08/11/2021	6	Work effectively in the accounting and bookkeeping industry	FNSACC408	28/11/2021
	15/11/2021	7			
	22/11/2021	8			
	29/11/2021	9	Design and produce business documents	BSBITU306	12/12/2021
	06/12/2021	10			
<b>Term Break (13/12/2021 to 02/01/2022) - 3 Weeks</b>					



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**FNS50217 Diploma of Accounting Term 4, 2021 Timetable**

Term	Date	Week	Unit of Competency	Unit Code	Assessment Submission Due Date
B7 Term 4, 2021	04/10/2021	1	Implement and maintain internal control procedures	FNSACC516	07/11/2021
	11/10/2021	2			
	18/10/2021	3			
	25/10/2021	4			
	01/11/2021	5			
B8 Term 4, 2021	08/11/2021	6	Establish and maintain accounting information systems	FNSACC505	12/12/2021
	15/11/2021	7			
	22/11/2021	8			
	29/11/2021	9			
	06/12/2021	10			
<b>Term Break (13/12/2021 to 02/01/2022) - 3 Weeks</b>					



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## Australian Ideal College

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### FNS60217 Advanced Diploma of Accounting Term 4, 2021 Timetable

Term	Date	Week	Unit of Competency	Unit Code	Assessment Submission Due Date
B7 Term 4, 2021	04/10/2021	1	Evaluate organisation's financial performance	FNSACC608	07/11/2021
	11/10/2021	2			
	18/10/2021	3			
	25/10/2021	4			
	01/11/2021	5			
B8 Term 4, 2021	08/11/2021	6	Evaluate financial risk	FNSACC609	12/12/2021
	15/11/2021	7			
	22/11/2021	8			
	29/11/2021	9			
	06/12/2021	10			
<b>Term Break (13/12/2021 to 02/01/2022) - 3 Weeks</b>					