

# 2023 Academic Timetable

AUSTRALIAN VOCATIONAL  
TRAINING INSTITUTE



## FNS40222 Certificate IV in Accounting and Bookkeeping (52 Weeks)

Shift 1: Monday to Tuesday - 8:00am to 4:30pm and Wednesday - 8:00am to 12:00pm

Date (Week starting Monday)	Week	Unit of Competency
16-Jan-23	1	FNSACC413 Make decisions in a legal context
23-Jan-23	2	FNSACC413 Make decisions in a legal context
30-Jan-23	3	FNSACC413 Make decisions in a legal context
6-Feb-23	4	FNSACC412 Prepare operational budgets
13-Feb-23	5	FNSACC412 Prepare operational budgets
20-Feb-23	6	FNSACC414 Prepare financial statements for non-reporting entities
27-Feb-23	7	FNSACC414 Prepare financial statements for non-reporting entities
6-Mar-23	8	FNSACC414 Prepare financial statements for non-reporting entities
13-Mar-23	9	FNSACC414 Prepare financial statements for non-reporting entities
20-Mar-23	10	FNSACC414 Prepare financial statements for non-reporting entities
<b>Term Break (3 Weeks)</b>		
17-Apr-23	14	FNSACC421 Prepare financial reports
24-Apr-23	15	FNSACC421 Prepare financial reports
1-May-23	16	FNSACC421 Prepare financial reports
8-May-23	17	FNSACC421 Prepare financial reports
15-May-23	18	FNSACC421 Prepare financial reports
22-May-23	19	FNSACC322 Administer subsidiary accounts and ledgers
29-May-23	20	FNSACC322 Administer subsidiary accounts and ledgers
5-Jun-23	21	FNSACC418 Work effectively in the accounting and bookkeeping industry
12-Jun-23	22	FNSACC418 Work effectively in the accounting and bookkeeping industry
19-Jun-23	23	FNSACC418 Work effectively in the accounting and bookkeeping industry
<b>Term Break (3 Weeks)</b>		
17-Jul-23	27	FNSACC426 Set up and operate computerised accounting systems
24-Jul-23	28	FNSACC426 Set up and operate computerised accounting systems
31-Jul-23	29	FNSACC426 Set up and operate computerised accounting systems
7-Aug-23	30	FNSACC426 Set up and operate computerised accounting systems
14-Aug-23	31	FNSTPB411 Complete business activity and instalment activity statements
21-Aug-23	32	FNSTPB411 Complete business activity and instalment activity statements
28-Aug-23	33	FNSTPB412 Establish and maintain payroll systems
4-Sep-23	34	FNSTPB412 Establish and maintain payroll systems
11-Sep-23	35	FNSACC405 Maintain inventory records
18-Sep-23	36	FNSACC405 Maintain inventory records
<b>Term Break (2 Weeks)</b>		
9-Oct-23	39	FNSACC321 Process financial transactions and extract interim reports
16-Oct-23	40	FNSACC321 Process financial transactions and extract interim reports
23-Oct-23	41	FNSACC321 Process financial transactions and extract interim reports
30-Oct-23	42	FNSACC321 Process financial transactions and extract interim reports
6-Nov-23	43	BSBTEC302 Design and produce spreadsheets
13-Nov-23	44	BSBTEC302 Design and produce spreadsheets
20-Nov-23	45	BSBTEC302 Design and produce spreadsheets
27-Nov-23	46	BSBTEC404 Use digital technologies to collaborate in a work environment
4-Dec-23	47	BSBTEC404 Use digital technologies to collaborate in a work environment
11-Dec-23	48	BSBTEC404 Use digital technologies to collaborate in a work environment
<b>Term Break (4 Weeks)</b>		