

Returning Students

Day classes

Core /
Elective

Subject Name	Course	Core / Elective	Day	Start	End	Room	Hrs
Prepare Financial Reports Non Reporting Entities +	CERT IV	Core	Monday	9:00	13:30	HG20	4:30
Prepre Financial Statements	CERT IV	Core	Thursday	9:00	11:30	HG21	2:30
MYOB +							
Design & Produce Business Documents	CERT IV	Core	Tuesday	13:00	16:00	EG3	3:00
Make Decisions in a Legal Context	CERT IV	Core	Tuesday	9:30	12:30	H1.12	3:00
Carry Out Business & Instalment Activity Statements	CERT IV	Core	Thursday	12:00	14:30	HG21	2:30
							0:00
Provide Financial & Bus Information	DIPLOMA	Core	Wednesday	13:30	17:30	H1.12	4:00
Prepare Individual tax returns	DIPLOMA	Core	Wednesday	9:00	13:00	H1.12	4:00
Manage Budgets and Forecasts	DIPLOMA	Core	Tuesday	9:00	11:30	HG21	2:30
Prepare Financial Reports for Corporate Entities	DIPLOMA	Core	Tuesday	12:00	15:30	H1.12	3:30
Internal control +							
Establish & Maintain Accounting Inform System * +		¹ See note below					
Manage Operational Plan	DIPLOMA		Monday	14:00	17:45	HG20	3:45
Provide Management Accounting Information	DIPLOMA	Core	Monday	9:30	12:30	H1.12	3:00
Interpret & use Financial Stats & Tools * +	DIPLOMA/	² See note below					
Develop & Use Complex Spreadsheets	ADV DIPL	Core or Dipl Elective	Tuesday	13:00	17:00	EG2	4:00
Apply Economic Principles *	ADV DIPL	Dipl Elective	Thursday	9:00	11:30	tba	2:30

Night Classes

Subject Name	Course	Core / Elective	Day	Start	End	Room	Hrs
Prepare Financial Reports Non Reporting Entities +	CERT IV	Core	Monday	18:00	21:00	HG20	3:00
Prepre Financial Statements	CERT IV	Core	Thursday	18:00	21:00	HG20	3:00
MYOB +							
Design & Produce Business Documents	CERT IV	Core	Wednesday	18:00	21:00	EG3	3:00
Manage Budgets and Forecasts	DIPLOMA	Core	Thursday	18:00	20:30	HG21	2:30
Prepare Financial Reports for Corporate Entities	DIPLOMA	Core	Tuesday	18:00	21:30	HG21	3:30
Provide Management Accounting Information	DIPLOMA	Core	Wednesday	18:00	21:00	HG21	3:00
Evaluate Financial Risk +							
Evaluate Organisations financial Performance	ADV DIPL	ELECTIVES	Monday	18:00	21:00	HG2	3:00

* THESE UNITS ARE ELECTIVES IN DIPLOMA AND WILL COUNT TOWARDS BOTH QUALIFICATIONS

^ ELECTIVES

¹ Statistics is a core unit in Advanced Diploma but can be used as an elective in Diploma

Complex Spreadsheets is an Elective in Diploma

² Internal Control is a Core unit in the Diploma and being taught with Establish & Maintain Accounting Informaiton System & Manage Operational Plan. The last two units are Electives and count towards your Diploma AND Advanced Diploma