![CIT Canberra Institute of Technology logo]

Certificate IV in Accounting and Bookkeeping FNS40222 | C4-BT22 | Part A

Block Code: FFTC4ACCA

Semester 2, 2024 Timetable: 29 July – 6 December 2024

Mid Semester Break: Monday 30 September - Friday 11 October 2024 *see reverse side for* **student calendar**

All subjects are available in our flexible learning – the CRNs are different, please contact staff for more information

**CIT Campus: Reid
Room: B201, B207**

		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Morning		**PLEASE** enrol in **Both** subjects. Attend on **TUES & THURS**	**9:30 am to 12:30 pm** **'Introductory Accounting'** Process financial transactions & extract interim reports **CRN 50080** Administer accounts & subsidiary ledgers **CRN 50081** **Room: B201** **Weeks 1 to 13**		**9:30 am to 12:30 pm** **'Introductory Accounting'** Process financial transactions & extract interim reports **Continue from Tuesday**	
		Attend on **TUES & THURS**	**9:30 am to 12:30 pm** Design and produce complex spreadsheet **CRN 50096** | Subject to sufficient student enrolments **Room: B207** **Weeks 14 to 17**		**9:30 am to 12:30 pm** Design and produce complex spreadsheet **Continue from Tuesday**	
Afternoon			**1:00 pm to 3:30 pm** Design and produce spreadsheets **CRN 50084** **Room: B201** **Weeks 1 to 9**		**1:00 pm to 3:30 pm** Design and produce business documents **CRN 50089** **Room: B201** **Weeks 1 to 9**	
			1:00 pm to 3:00 pm Work effectively in the accounting and bookkeeping industry **CRN 50104** **Room: B207** **Weeks 10 to 17**		**1:00 pm to 3:30 pm** Perform financial calculations **CRN 50090** **Room: B201** **Weeks 10 to 17**	

Note: This timetable may change. Classes are only available if numbers permit. Classes are filled on a first come first served basis. Digital textbooks are usually provided but students may require additional resources to complete this course.

Must enrol and study '**Introductory Accounting'** together if studying part-time/FLEX.

EVERY class that is listed **MUST** be attended.

Canberra Institute of Technology

Timetables: Certificate IV in Accounting and Bookkeeping

Application Type: Standard

STUDENT CALENDAR 2024 Semester 2

WEEK No.	WEEK COMMENCING	COMMENTS	WEEK No.	WEEK COMMENCING	COMMENTS
1	29 July	**Term 3 Classes Start**	10	14 October	**Term 4 Classes Start**
2	5 August	Classes running	11	21 October	Classes running
3	12 August	Classes running	12	28 October	Classes running
4	19 August	Classes running	13	4 November	Classes running
5	26 August	Classes running	14	11 November	Classes running
6	2 September	Classes running	15	18 November	Classes running
7	9 September	Classes running	16	25 November	Classes running
8	16 September	Classes running	17	2 December	Classes running
9	23 September	Classes running			

Term Break

Monday 30 September – Friday 11 October inclusive