


# Certificate IV in Accounting and Bookkeeping | FNS40222 | C4-BT22

## Reid Campus

Semester 2 | Part A

29 July – 6 December 2024

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Weeks 1 – 13</b>					
Morning	Off Campus Study	<b>Weeks 1 – 13</b> <b>9:30 - 12:30 pm</b> 'Introductory Accounting' 2 subjects (see reverse) Room B201	Off Campus Study	<b>Weeks 1 – 13</b> <b>9:30 - 12:30 pm</b> 'Introductory Accounting' 2 subjects (see reverse) Room B201	Off Campus Study
Afternoon		<b>Weeks 1 – 9</b> <b>1:00 - 3:30 pm</b> Design and produce spreadsheets Room B201		<b>Weeks 1 – 9</b> <b>1:00 - 3:30 pm</b> Design and produce business documents Room B201	
<b>Weeks 10 – 17</b>					
Morning	Off Campus Study	<b>Weeks 14 – 17</b> <b>9:30 - 12:30 pm</b> Design and produce complex spreadsheets Room B207	Off Campus Study	<b>Weeks 14 – 17</b> <b>9:30 - 12:30 pm</b> Design and produce complex spreadsheets Room B207	
Afternoon		<b>Weeks 10 – 17</b> <b>1:00 - 3:00 pm</b> Work effectively in the accounting and bookkeeping industry Room B201		<b>Weeks 10 – 17</b> <b>1:00 - 3:30 pm</b> Perform financial calculations Room B201	 Attend both days

**Note:** This timetable may change.

Sessions may change or be cancelled depending on internal/external circumstances.

For assistance, contact CIT Student Services on (02) 6207 3188 or [infoline@cit.edu.au](mailto:infoline@cit.edu.au)

All subjects are available as Flexible Learning. Please contact Julie Stanker at [infoline@cit.edu.au](mailto:infoline@cit.edu.au) for more information.

## Additional Information

### Enrolment Information | Course Reference Numbers (CRNs)

**Please Note:** If enrolling into ALL subjects use Block Code **FFTC4ACCA**

**Flexible Learning Available.** Contact Julie Stanker at [infoline@cit.edu.au](mailto:infoline@cit.edu.au) for more information.

Subjects	National ID and Subject Codes	CRNs	Class Dates
<b>'Introductory Accounting'</b> (Please enrol in ALL 3 subjects) Process financial transactions & extract interim reports Administer accounts & subsidiary ledgers	FNSACC321   ACCT 458 FNSACC322   ACCT 459	50080 50081	Tues   Thurs 30 Jul – 5 Nov
Design and produce spreadsheets	BSBTEC302   BUSN 548	50084	Tues   Thurs 12 Nov – 3 Dec
Design and produce complex spreadsheets	BSBTEC402   BUSN 551	50096	Tues   Thurs 29 Jul – 24 Sept
Work effectively in the accounting and bookkeeping industry	FNSACC418   ACCT 461	50104	Tues   Thurs 15 Oct – 3 Dec
Design and produce business documents	BSBTEC301   BUSN 547	50089	Thurs 1 Aug – 26 Sept
Perform financial calculations	FNSACC323   ACCT 460	50090	Thurs 17 Oct – 5 Dec

### Student Calendar | SEMESTER 2

Week No.	Date Commencing	Information
1.	29 Jul – 2 Aug	Term 3 Classes Start
2.	5 – 9 Aug	Class in session
3.	12 – 16 Aug	Class in session
4.	19 – 23 Aug	Class in session
5.	26 - 30 Aug	Class in session
6.	2 – 6 Sept	Class in session
7.	9 – 13 Sept	Class in session
8.	16 – 20 Sept	Class in session
9.	23 – 27 Sept	Class in session
<b>Term Break   Monday 30 September – Friday 11 October</b>		
10.	14 – 18 Oct	Term 4 Classes Start
11.	21 – 25 Oct	Class in session
12.	28 Oct – Nov 1	Class in session
13.	4 – 8 Nov	Class in session
14.	11 – 15 Nov	Class in session
15.	18 – 22 Nov	Class in session
16.	25 – 29 Nov	Class in session
17.	2 – 6 Dec	Class in session

#### Subject and Student Support

Mondays 9:00 – 1 pm (virtual)  
 Thursdays 3:00 – 6 pm (face-to-face)  
 Fridays 10:00 – 12 pm (virtual or face-to-face)  
 To book an appointment contact Julie Stanker at [infoline@cit.edu.au](mailto:infoline@cit.edu.au) or via eLearn.

#### Flexible Learning Available

To learn more about Flexible Learning please visit [https://cit.edu.au/study/flexible\\_learning](https://cit.edu.au/study/flexible_learning)  
 To book a Flex Session contact Julie Stanker at [infoline@cit.edu.au](mailto:infoline@cit.edu.au) for more information.

**Note:** This timetable may change.

Sessions may change or be cancelled depending on internal/external circumstances.

For assistance, contact CIT Student Services on (02) 6207 3188 or [infoline@cit.edu.au](mailto:infoline@cit.edu.au)