

Certificate IV in Accounting and Bookkeeping FNS40222 | C4-BT22 | Part B (Completed AFTER Cert III or Cert IV Part A)

DAY CLASSES, Term 3 and 4

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

Block code: FTY2S2G1

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: B207**

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	
Morning	10:00 am to 12:30pm Set Up and operate a computerised accounting System CRN 50103 Weeks 1 to 17	10:00 am to 12:30 pm Design and produce complex spreadsheets (Only enrol if not completed) CRN 50097 Weeks 1 to 13	10:00 am to 12:00 pm Establish and maintain payroll systems CRN 50098 Weeks 1 to 17		10:00 am to 12:00 pm Complete business activity and instalment activity statements CRN 50099 Weeks 1 to 14	
	Afternoon	1:00 pm to 3:00 pm Prepare operational budgets CRN 50102 Weeks 3 to 16	1:00 pm to 3:00 pm Work effectively in the accounting and bookkeeping industry (Only enrol if not completed) CRN 50104 Weeks 10 to 17	12:30 pm to 2:30 pm Prepare financial reports CRN 50100 Weeks 1 to 8		12:30 pm to 2:30 pm Prepare financial reports Continue from Wednesday
			12:30 pm to 2:30 pm Prepare financial statements for non-reporting entities CRN 50101 Weeks 9 to 17		12:30 pm to 2:30 pm Prepare financial statements for non-reporting entities Continue from Wednesday	← Attend on WED & FRI

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.

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

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					