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

Reid Campus

Semester| Part B | Complete after Cert III or Cert IV Part A

29 July – 6 December 2024

	Monday	Tuesday	Wednesday	Thursday	Friday
Weeks 1 – 17 (check for correct week)					
Morning	**Weeks 1 - 17** **10:00 – 12:30 pm** Set up and operate computerised accounting system **Room 207**	**Weeks 1 - 13** **10:00 – 12:30 pm** Design and produce complex spreadsheets **Room 207**	**Weeks 1 - 17** **10:00 – 12:00 pm** Establish and maintain payroll systems **Room 207**	Off Campus Study	**Weeks 1 - 14** **10:00 – 12:00 pm** Complete business activity and instalment activity statements **Room 207**
Afternoon	**Weeks 3 - 16** **1:00 – 3:00 pm** Prepare operational budgets **Room 207**	Off Campus Study	**Weeks 1 - 8** **12:30 – 2:30 pm** Prepare financial reports **Room 207**		**Weeks 1 - 8** **12:30 – 2:30 pm** Prepare financial reports **Room 207**
Weeks 3 – 17 (check for correct week)					
Morning					
Afternoon	**Weeks 3 - 16** **1:00 – 3:00 pm** Prepare operational budgets **Room 207**	**Weeks 10 - 17** **1:00 – 3:00 pm** Work effectively in the accounting and bookkeeping industry **Room 207**	**Weeks 9 - 17** **12:30 pm to 2:30 pm** Prepare financial statements for non-reporting entities **Room 207**	Off Campus Study	**Weeks 9 - 17** **12:30 – 2:30 pm** Prepare financial statements for non-reporting entities **Room 207**

All subjects are available as Flexible Learning. Please contact Julie Stanker at infoline@cit.edu.au for more information.

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**

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OFFICIAL

Timetables: Certificate IV in Accounting and Bookkeeping | FNS40222 | C4-BT22 | Part B | Semester 2 2024   Application Type: Standard

Canberra Institute of Technology
RTO Code 0101 | CRICOS NO. 00001K

Additional Information

Enrolment Information | Course Reference Numbers (CRNs)

Please Note: If enrolling into ALL subjects use Block Code **FTY2S2G1**

Flexible Learning Available. Contact Julie Stanker at infoline@cit.edu.au for more information.

Subjects	National ID and Subject Codes	CRNs	Class Dates
Design and produce complex spreadsheets (only enrol if not completed)	BSBTEC402 | BUSN 551	50097	Tues 30 Jul – 5 Nov
Establish and maintain payroll systems	FNSTPB412 | ACCT 475	50098	Wed 31 Jul – 4 Dec
Complete business activity and instalment activity statements	FNSTPB411 | ACCT 474	50099	Fri 2 Aug – 15 Nov
Prepare financial reports	FNSACC421 | ACCT 462	50100	Wed | Fri 31 Jul – 20 Sept
Prepare financial statements for non-reporting entities	FNSACC414 | ACCT 436	50101	Wed | Fri 25 Sept – 6 Dec
Prepare operational budgets	FNSACC412 | ACCT 435	50102	Mon 12 Aug – 25 Nov
Set up and operate computerised accounting system	FNSACC426 | ACCT 463	50103	Mon 29 Jul – 2 Dec
Work effectively in the accounting and bookkeeping industry (only enrol if not completed)	FNSACC418 | ACCT 461	50104	Tues 15 Oct – 3 Dec

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 or via eLearn.

Flexible Learning Available

To learn more about Flexible Learning please visit
https://cit.edu.au/study/flexible_learning
To book a Flex Session contact Julie Stanker at Infoline@cit.edu.au for more information.

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
Term Break | Monday 30 September – Friday 11 October		
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

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