



JOBTRAINER

SHORT COURSE

Statement of Attainment — Training in Accounting Fundamentals [extract from FNS30317]

Overview

The Statement of Attainment in Accounting Fundamentals provides a basic introduction to accounting. This course is suitable for school leavers or those new to accounting as it enhances life skills and provides general skills which are transferrable between occupations. The skills and knowledge acquired in this course could be used across many industries including hospitality, retail, business, or wherever simple financial transactions are required.

Subject Information

- BSBITU304 — Produce spreadsheets
- FNSACCC311 — Process financial transactions and extract interim reports
- FNSACC312 — Administer subsidiary accounts and ledgers
- FNSRTS309 — Maintain main bank account

Campus

- Face to face delivery will be held at CIT Reid.
- Online study option allows students to access drop-in tutorial sessions if they would like assistance at CIT Reid, CIT Gungahlin and CIT Tuggeranong.

Duration

- Face to face delivery will take place over 10 weeks.
- Online study option is self-paced but will need to be completed before the end of 2021.

Course commencement options

- Online, flexible study option — Start anytime

Indicative timetable

Face to face delivery — CIT Reid

	Mon	Tue	Wed	Thur	Fri
9am					
10am					
10:30am					
11am					
12pm					
1pm					

Online study drop-in session availability (optional attendance only)

CIT Reid Library

- Tuesday, 9:30am–11:30am
- Wednesday, 5:30pm–8pm

CIT Gungahlin

- Tuesday, 5:30pm–8pm
- Thursday, 12:30pm–2:30pm, 5:30pm–8pm

CIT Tuggeranong

- Tuesday, 5:30pm–8pm

You will be required to complete some additional hours of independent study, including online activities and assessment.

For more information on courses and eligibility, visit cit.edu.au/jobtrainer or contact us on:

Individual Enquiries

CIT Student Services — (02) 6207 3188

Industry and Business Enquiries

CIT Business Development — (02) 6205 3298
CITbusinessdevelopment@cit.edu.au