

Reid Campus

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

Semester 2 | Part-time | Evening

29 July – 6 December 2024

	Monday	Tuesday	Wednesday	Thursday	Friday
Weeks 1 – 14					
Evening	<p>Week 1 5:30 – 8:00 pm</p> <p>Set up and operate computerised accounting system Classes in weeks 2-5 are self-paced. Supported in Flexible Learning. Room 207</p>	Off Campus Study	<p>Weeks 1 - 17 5:30 – 7:30 pm</p> <p>Establish and maintain payroll systems Room 207</p>	<p>Weeks 1 - 14 5:30 – 7:30 pm</p> <p>Complete business activity and instalment activity statements Room 207</p>	Off Campus Study Self-paced
	<p>Weeks 2-5</p> <p>Self-paced. Supported in Flexible Learning or Monday Day class.</p>				
	<p>Weeks 5 - 14 5:30 – 8:00 pm</p> <p>Set up and operate computerised accounting system Classes in weeks 2-5 are self-paced. Supported in Flexible Learning. Room 207</p>				
Weeks 10 – 17					
Evening	<p>Weeks 14 - 17 Continued from week 14 5:30 – 8:00 pm</p> <p>Set up and operate computerised accounting system Room 207</p>		<p>Weeks 1 - 17 Continued from week 14 5:30 – 7:30 pm</p> <p>Establish and maintain payroll systems Room 207</p>	Off Campus Study	Off Campus Study

All subjects are available as Flexible Learning. Please contact Julie Stanker at 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

Additional Information

Enrolment Information | Course Reference Numbers (CRNs)

Please Note: If enrolling into ALL subjects use Block Code **PTY2S2G1**

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

Subjects	National ID and Subject Codes	CRNs	Class Dates
Set up and operate computerised accounting system	FNSACC426 ACCT 463	50107	Mon 30 Jul – 2 Dec
Work effectively in the accounting and bookkeeping industry	FNSACC418 ACCT 461	50104 OR 50142	Tues 15 Oct – 3 Dec 13:00-15:00 OR Available in Flexible OR Next Semester
Establish and maintain payroll systems	FNSTPB412 ACCT 475	50105	Wed 31 Jul – 4 Dec
Complete business activity and instalment activity statements	FNSTPB411 ACCT 474	50106	Thurs 1 Aug – 14 Nov

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

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.

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