

# ACCOUNTING



# CIT WODEN COMING SOON

CIT is looking forward to welcoming students to our new flagship Woden campus in 2025.

The ACT Government is investing in a purpose-built CIT campus, youth foyer and new public transport interchange for Woden. The Woden Campus will stimulate the local economy and support the revitalisation of Woden, preparing Canberrans with the skills and training required for tomorrow's careers.

CIT's new Woden campus will be a contemporary, smart and state-of-the-art facility that will deliver education and training to 6,500 students each year at the site of the old bus interchange on Callam Street. CIT Woden will provide the skills and training opportunities of the future to meet the growing demands of business, industry and the ACT community.

Find out more about CIT Woden, visit [cit.edu.au/woden](http://cit.edu.au/woden)

This image is an artist impression.

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# ACCOUNTING OVERVIEW

The CIT Accounting Program offers a comprehensive range of courses designed to build a solid understanding of accounting principles and practices. It provides study pathways that enable you to acquire practical accounting and bookkeeping industry. Whether aiming for roles like Accounts Receivable Officer or aspiring to become a Professional Accountant or bookkeeper. The accounting courses at CIT prepare you to succeed in industries such as finance, trades, small business, government and non-government enterprises.

## **Study Options**

CIT accounting courses offer various modes of study. Face-to-face classes, some online as well as Flexible Learning.

## **What is Flexible Learning?**

Flexible Learning is offered at CIT Reid, CIT Bruce, CIT Gungahlin, and CIT Tuggeranong.

With more choices and greater access to study at times convenient to you by offering flexible, self-paced learning. Enrol and start anytime. Finish within the fixed timeframe with support from staff committed to helping you achieve your learning goals. You are given access to online resources and support.

For more information on Flexible Learning please visit the CIT Flexible Learning FAQ page [cit.edu.au/study/flexible\\_learning/faqs](http://cit.edu.au/study/flexible_learning/faqs)

## Certificate III in Accounts Administration FNS30322

The Certificate III in Accounts Administration will provide you with introductory skills for a career in accounting and bookkeeping. This course is delivered by industry skilled educators in a learning environment which is inclusive and supportive. You will gain experience through practical exercises, document preparation and workplace case studies to enhance your skills.

This course covers:

- Introductory accounting knowledge and skills
- Microsoft 365
- Computerised accounting systems using cloud software Xero
- Communication skills to develop your work readiness
- Introduction to the regulatory environment for accounting

This course is a pathway to the Certificate IV in Accounting and Bookkeeping FNS40222.

### JOB OPPORTUNITIES

- Accounts Receivable
- Payable Officer
- Payroll Assistant
- Data Entry Officer
- Administration Support



CIT Reid\*  
CIT Bruce  
CIT Gungahlin  
CIT Tuggeranong



FT 1 semester (20 hours per week)  
PT 10 hours per week  
FL self-paced  
Face to face or flexible Learning



\* From Semester 2 2025, the location of this course will transition from CIT Reid to the new CIT Woden campus. CIT will provide support for students who will be making the move to Woden. For more information, visit [cit.edu.au/woden](http://cit.edu.au/woden)

## Certificate IV in Accounting and Bookkeeping FNS40222

The Certificate IV in Accounting and Bookkeeping will prepare you for a career in the accounting and bookkeeping industries. This course is delivered by industry skilled educators, including Registered BAS Agents.

This course covers:

- Preparation and submission of Business Activity Statements (BAS), and Instalment Activity Statements (IAS)
- Single Touch Payroll (STP)
- Providing advice and liaising with the Australian Taxation Office (ATO) for BAS activities
- Financial and operational reports and statements
- Budget preparation and analysis
- Computerised accounting systems using cloud software Xero and MYOB

This course includes subjects approved for registration as a BAS agent by the Tax Practitioner Board (TPB).

If you are seeking registration with the TPB, we encourage you to check registration requirements as these are reviewed regularly. More details are available at: [tpb.gov.au](http://tpb.gov.au).

This course is a pathway to the Diploma of Accounting FNS50222.

### JOB OPPORTUNITIES

- Bookkeeper
- BAS Agent
- Accounts Officer
- Payroll Officer
- Office Manager



CIT Reid\*  
CIT Bruce  
CIT Gungahlin  
CIT Tuggeranong



FT 1 semester (20 hours per week)  
PT 10 hours per week  
FL self-paced  
Face to face or flexible Learning

## Diploma of Accounting FNS50222

The Diploma of Accounting course will prepare you for a career in accounting industry. Graduates will be well equipped to pursue successful careers in the financial services and various industries, encompassing roles such as tax agents, payroll service providers, and performing diverse accounting tasks across organisations. The Diploma is delivered by industry skilled educators, including Registered Tax Agents, Certified Practicing Accountants (CPA) and Chartered Accountants (CA).

If you are seeking registration with the TPB, we encourage you to check registration requirements as these are reviewed regularly. More details are available at: [tpb.gov.au](http://tpb.gov.au).

This course is a pathway to the Advanced Diploma of Accounting FNS60222.



CIT Bruce



**FT 1 semester (20 hours per week)**  
**PT 10 hours per week**  
**FL self-paced**  
**Face to face or flexible Learning**

### JOB OPPORTUNITIES

- Assistant accountant
- Budget Officers
- Payroll managers
- Office managers

## Advanced Diploma of Accounting FNS60222

The Advanced Diploma of Accounting will prepare you for a career in the accounting industry. Graduates will be well equipped to pursue successful careers in both private and public sectors. This course is highly respected by the business, banking, and financial workplaces as it combines hands-on training with comprehensive theoretical knowledge. The Advanced Diploma is delivered by industry skilled educators, including Registered Tax Agents, Certified Practicing Accountants (CPA) and Chartered Accountants (CA).

Work Placement - Opportunities for work experience will be offered subject to availability of local host businesses.

This course includes subjects approved for registration as a tax agent by the Tax Practitioner Board (TPB).

If you are seeking registration with the TPB, we encourage you to check registration requirements as these are reviewed regularly. More details are available at: [tpb.gov.au](http://tpb.gov.au).



CIT Bruce



**FT 1 semester (20 hours per week)**  
**FL self-paced**  
**Face to face or flexible Learning**

### JOB OPPORTUNITIES

- Qualified accountant
- Tax agent
- Financial accountant
- Small business advisor
- Financial analyst
- Management accountant





**A Statement of Attainment is a selection of subjects that provide credit towards a broader qualification. These 'micro credentials' enhance your qualifications.**

### Statement of Attainment BAS Agent Registration Skill Set FNSSS00004

This skill set includes subjects in Australian Goods and Services Tax (GST) and payroll activities which are approved for registration as a BAS agent by the Tax Practitioner Board (TPB).

#### JOB OPPORTUNITIES

- BAS Agent

If you are seeking registration with the TPB, we encourage you to check registration requirements as these are reviewed regularly. More details are available at: [tpb.gov.au](http://tpb.gov.au).

This course is designed for people who have a qualification or industry experience in accounting or finance, who want to gain skills and knowledge.

This subjects in this skill set can count towards the Certificate IV in Accounting and Bookkeeping (FNS40222) or Statement of Attainment Accounting Principles Skill Set (FNSSS00014).



CIT Reid\*  
CIT Bruce  
CIT Gungahlin  
CIT Tuggeranong



FT 1 semester (10 hours per week)  
PT 4 hours per week  
FL self-paced within a specific period  
Face to face or flexible Learning

### Statement of Attainment Commercial Law for Tax Agents Skill Set FNSSS00004

This skill set includes subjects in Australian commercial law which are approved for registration as a tax agent by the Tax Practitioner Board (TPB).

#### JOB OPPORTUNITIES

- Tax Agent

If you are seeking registration with the TPB, we encourage you to check registration requirements as these are reviewed regularly. More details are available at: [tpb.gov.au](http://tpb.gov.au).

This course is designed for people who have a qualification or industry experience in Accounting or Finance, who want to gain skills and knowledge in Commercial Law.

The subjects in this skill set can count towards the Diploma of Accounting (FNS50222) and the Advanced Diploma of Accounting (FNS60222).



CIT Bruce



17 weeks  
Face to face or flexible Learning

\* From Semester 2 2025, the location of this course will transition from CIT Reid to the new CIT Woden campus. CIT will provide support for students who will be making the move to Woden. For more information, visit [cit.edu.au/woden](http://cit.edu.au/woden)

## Statement of Attainment Tax Law for Tax Agents Skill Set (Tax documentation) FNSSS00008

This skill set includes subjects in Australian taxation law which are approved for registration as a tax agent by the Tax Practitioner Board (TPB).

This course is designed for people who have a qualification or industry experience in Accounting or Finance, who want to gain skills and knowledge in Tax Law.

If you are seeking registration with the TPB, we encourage you to check registration requirements as these are reviewed regularly. More details are available at: [tpb.gov.au](http://tpb.gov.au).

### JOB OPPORTUNITIES

- Tax Agent



CIT Bruce



**PT 1 semester 17 hours per week**  
**FL self-paced within a specific period**  
**Face to face or flexible Learning**

## Statement of Attainment Accounting Principles Skill Set FNSSS00014

The Statement of Attainment in Accounting Principles is designed for workers in accounting and bookkeeping job roles who use knowledge of accounting principles to perform a range of tasks in a variety of industries.

The units of competency in this Skill Set provide credit towards: - FNS40217 Certificate IV in Accounting and Bookkeeping - Gives you the skills and knowledge to apply for entry into FNS50217 Diploma of Accounting at CIT.

Build on your training in accounting and finance with this pathway to the Advanced Diploma of Accounting.

### JOB OPPORTUNITIES

- Bookkeeper
- Accounts Officer
- Payroll Officer
- Administration Assistant



CIT Reid\*  
 CIT Bruce  
 CIT Gungahlin  
 CIT Tuggeranong



**FT 13 weeks**  
**FL self-paced within a specific period**  
**Face to face or flexible Learning**

\* From Semester 2 2025, the location of this course will transition from CIT Reid to the new CIT Woden campus.

CIT will provide support for students who will be making the move to Woden. For more information, visit [cit.edu.au/woden](http://cit.edu.au/woden)



## Statement of Attainment Accounting Fundamentals

The Statement of Attainment in Accounting Fundamentals is an introduction to basic accounting and spreadsheets. The Statement of Attainment is ideal for people interested in a career pathway to accounting and bookkeeping. This course is delivered by industry skilled educators in a learning environment which is inclusive and supportive. You will gain experience through practical exercises, document preparation and workplace case studies.

This course covers:

- Introductory accounting knowledge and skills
- Producing reports
- Check and process detailed financial information. Complete reconciliations
- Process accounts receivable and accounts payable transactions
- Problem solving skills
- Microsoft 365 Excel Spreadsheets
- Communication skills to develop your work readiness
- Introduction to the regulatory environment for accounting

This course is a pathway to the Certificate III in Accounts Administration (FNS30322).

### JOB OPPORTUNITIES

- Accounts Receivable
- Payroll Officer
- Data Entry Officer
- Administration Support



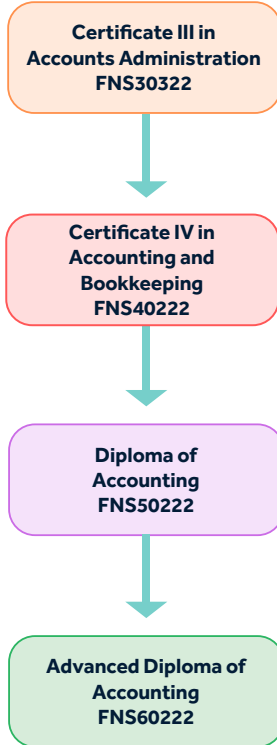
**CIT Reid\***  
**CIT Bruce**  
**CIT Gungahlin**  
**CIT Tuggeranong**



**FT 13 weeks**  
**PT 4 hours per week**  
**FL self-paced within a specific period**  
**Face to face or flexible Learning**

# PATHWAYS

Below is an example pathway option available when you study one of our accounting courses.







**For more information:**  
[cit.edu.au/professional](http://cit.edu.au/professional)  
[infoline@cit.edu.au](mailto:infoline@cit.edu.au)  
02) 6207 3188

