

## Certificate IV in Accounting and Bookkeeping FNS40222 | C4-BT22 | Part A

Block Code: FFTC4ACCA

Semester 1, 2024 Timetable: 12 February – 21 June

Mid Semester Break: 15 April – Friday 26 April 2024

All subjects are available in our flexible learning – the CRNs are different

CIT Campus CIT Reid

Room: B207 &amp; B201

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Morning		<b>9:30 am to 12:30 pm</b> 'Intro Accounting' Process financial transactions & extract interim reports <b>Room: B201</b> ACCT458 FNSACC321  Administer accounts & subsidiary ledgers <b>Room: B201</b> ACCT459 FNSACC322 <b>Weeks 1 to 13</b>		<b>9:30 am to 12:30 pm</b> 'Intro Accounting' Process financial transactions & extract interim reports <b>Room: B201</b> ACCT458 FNSACC321  Administer accounts & subsidiary ledgers <b>Room: B201</b> ACCT459 FNSACC322 <b>Weeks 1 to 13</b>	
		<b>9:30 am to 12:30 pm</b> Design and produce complex spreadsheet BUSN551 BSBTEC402 <b>Weeks 14 to 17</b> <b>Room: B207</b> Subject to sufficient student enrolments		<b>9:30 am to 12:30 pm</b> Design and produce complex spreadsheet BUSN551 BSBTEC402 <b>Weeks 14 to 17</b> <b>Room: B207</b> Subject to sufficient student enrolments	
Afternoon		<b>1:00 pm to 3:30 pm</b> Design and produce spreadsheets <b>Room: B201</b> BUSN548 BSBTEC302 <b>Weeks 1 to 9</b>		<b>1:00 pm to 3.30 pm</b> Design and produce business documents <b>Room: B201</b> BUSN547 BSNTEC301 <b>Weeks 1 to 9</b>	
		<b>1:00 pm to 3:00 pm</b> Work effectively in the accounting and bookkeeping industry <b>Room: B207</b> ACCT461 FNSACC418 <b>Weeks 10 to 17</b>		<b>1:00 pm to 3:30 pm</b> Perform financial calculations <b>Room: B207</b> ACCT460 FNSACC323 <b>Weeks 10 to 17</b>	

**Note:** This timetable may change. Classes are only available if numbers permit. Classes are filled on a first come first served basis. **EVERY TIME** the subject in which you are enrolled is listed above you need to **attend class**. Digital textbooks are usually provided but students may require additional resources to complete this course.