


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

## Semester 1 | Part A

10 February – 20 June 2025

Reid Campus

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Weeks 1 – 13</b>					
Morning	Off Campus Study	<b>Weeks 1 – 13</b> <b>9:30 - 12:30 pm</b> 'Introductory Accounting' 2 subjects (see reverse) Room B201	Off Campus Study	<b>Weeks 1 – 13</b> <b>9:30 - 12:30 pm</b> 'Introductory Accounting' 2 subjects (see reverse) Room B201	Off Campus Study
Afternoon		<b>Weeks 1 – 9</b> <b>1:00 - 3:30 pm</b> Design and produce spreadsheets Room B201		<b>Weeks 1 – 10</b> <b>1:00 - 3:30 pm</b> Design and produce business documents Room B201	
<b>Weeks 10 – 17</b>					
Afternoon	Off Campus Study	<b>Weeks 10 – 17</b> <b>1:00 - 3:30 pm</b> Perform financial calculations Room B201	Off Campus Study	Off Campus Study	Off Campus Study  Attend both days

All subjects are available as Flexible Learning. Please contact Julie Stanker at [infoline@cit.edu.au](mailto: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](mailto:infoline@cit.edu.au)

## Additional Information

### Enrolment Information | Course Reference Numbers (CRNs)

**Please Note:** If enrolling into ALL subjects use Block Code **FTY2S1G1A**

**Flexible Learning Available.** Contact Julie Stanker at [infoline@cit.edu.au](mailto:infoline@cit.edu.au) for more information.

Subjects	National ID and Subject Codes	CRNs	Class Dates
<b>'Introductory Accounting'</b> (Please enrol in ALL 3 subjects) Process financial transactions & extract interim reports Administer accounts & subsidiary ledgers	FNSACC321   ACCT 458 FNSACC322   ACCT 459	60298 60290	Tues   Thurs 11 Feb – 22 May
Design and produce spreadsheets	BSBTEC302   BUSN 548	60293	Tues 11 Feb – 8 Apr
Design and produce business documents	BSBTEC301   BUSN 547	60298	Thurs 13 Feb – 10 Apr
Perform financial calculations	FNSACC323   ACCT 460	60299	Thurs 1 May – 19 Jun

Total Course Hours for Semester = **145.5**

### Student Calendar | SEMESTER 1

Week No.	Date Commencing	Information
1.	10 Feb – 14 Feb	Term 1 Classes Start
2.	17 Feb – 21 Feb	Class in session
3.	24 Feb – 28 Feb	Class in session
4.	3 Mar – 7 Mar	Class in session
5.	11 Mar – 14 Mar	Class in session
6.	17 Mar – 21 Mar	Class in session
7.	24 Mar – 28 Mar	Class in session
8.	31 Mar – 4 Apr	Class in session
9.	7 Apr – 11 Apr	Class in session
<b>Term Break   April 14 – April 24 2025</b>		
10.	28 Apr – 2 May	Term 2 Classes Start
11.	5 May – 9 May	Class in session
12.	12 May – 16 May	Class in session
13.	19 May – 23 May	Class in session
14.	26 May – 30 May	Class in session
15.	3 Jun – 6 Jun	Class in session
16.	10 Jun – 13 Jun	Class in session
17.	16 Jun – 20 Jun	Class in session

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