

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

Semester 1 | Part B | Complete after Cert III or Cert IV Part A

10 February – 20 June 2025

Reid Campus

	Monday	Tuesday	Wednesday	Thursday	Friday
Weeks 1 – 17 (check for correct week)					
Morning	Weeks 1 - 14 10:30 – 12:30 pm Complete business activity and instalment activity statements Room B207	Supervised Support Session 9:30 – 12:00 pm Weeks 1 - 17 Flex Reid Campus	Weeks 1 - 17 9:30 – 12:00 pm Establish and maintain payroll systems Room B207	Weeks 10 - 17 9:30 – 11:30 am Work effectively in the accounting and bookkeeping industry Room B207	Weeks 1 - 17 9:30 – 12:00 pm Set up and operate computerised accounting system Room B207
	Weeks 3 - 16 1:00 – 3:00 pm Prepare operational budgets Room B207	Weeks 1 - 13 1:00 – 3:30 pm Design and produce complex spreadsheets Room B207	Weeks 1 - 8 12:30 – 2:30 pm Prepare financial reports Room B207	Supervised Support Session 12:00 – 2:00 pm Weeks 1 - 9 Room B207	Weeks 1 - 8 12:30 – 2:30 pm Prepare financial reports Room B207
Weeks 3 – 17 (check for correct week)					
Morning	Weeks 1 - 14 10:30 – 12:30 pm Complete business activity and instalment activity statements Room B207	Off Campus Study	Weeks 1 - 17 10:00 – 12:00 pm Establish and maintain payroll systems Room B207		Weeks 1 - 17 9:30 – 12:00 pm Set up and operate computerised accounting system Room B207
	Weeks 3 – 16 1:00 – 3:00 pm Prepare operational budgets Room B207		Weeks 9 - 17 12:30 pm to 2:30 pm Prepare financial statements for non-reporting entities Room B207	Supervised Support Session 12:00 – 4:00 pm Weeks 15 - 17 Room B207	Weeks 9 - 17 12:30 – 2:30 pm Prepare financial statements for non-reporting entities Room B207

  Attend both days

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 **FTY2S1G1B**

Subjects	National ID and Subject Codes	CRNs	Class Dates
Design and produce complex spreadsheets <i>Only enrol if not completed</i>	BSBTEC402 BUSN 551	60306	Tues 11 Feb – 20 May
Establish and maintain payroll systems	FNSTPB412 ACCT 475	60307	Wed 12 Feb – 18 Jun
Complete business activity and instalment activity statements	FNSTPB411 ACCT 474	60308	Mon 10 Feb – 19 May
Prepare financial reports	FNSACC421 ACCT 462	60309	Wed Fri 12 Feb – 2 Apr
Prepare financial statements for non-reporting entities	FNSACC414 ACCT 436	60310	Wed Fri 9 Apr – 20 Jun
Prepare operational budgets	FNSACC412 ACCT 435	60311	Mon 24 Feb – 10 Jun
Set up and operate computerised accounting system	FNSACC426 ACCT 463	60312	Fri 14 Feb – 20 Jun
Work effectively in the accounting and bookkeeping industry <i>Only enrol if not completed</i>	FNSACC418 ACCT 461	60313	Thu 29 Apr – 17 Jun
Supervised Support Sessions (FREE) <i>Please enrol in all three Supervised Support Sessions. You will not be charged for these sessions.</i>	ELRN 362	63697	Tue Weeks 1 - 17
	ELRN 362	63698	Thu Weeks 1-9
	ELRN 362	63699	Thu Weeks 15-17

Flexible Learning Available | Flex CRNs are not listed

Please contact Julie Stanker at infoline@cit.edu.au for more information.

Student Calendar | SEMESTER 1

Week	Dates	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.	10 March 11 Mar – 14 Mar	Public Holiday 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
Term Break April 14 – April 25 2025		
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.	2 June 3 Jun – 6 Jun	Public Holiday Class in session
16.	9 June 10 Jun – 13 Jun	Public Holiday Class in session
17.	16 Jun – 20 Jun	Class in session

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