OFFICIAL

Timetables: Certificate IV in Accounting and Bookkeeping | FNS40222 | C4-BT22 | Part B | Semester 1 2025   **Application Type:** Standard

CiT Canberra Institute of Technology
RTO Code 0101 | CRICOS NO. 00001K

# 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**		**Weeks 1 - 17** **10:00 – 12:00 pm** Establish and maintain payroll systems **Room B207**	Off Campus Study	**Weeks 1 - 17** **9:30 – 12:00 pm** Set up and operate computerised accounting system **Room B207**
Afternoon	**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**		**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**	**Weeks 10 - 17** **10:30 – 12:30 pm** Work effectively in the accounting and bookkeeping industry **Room B207**	**Weeks 1 - 17** **10:00 – 12:00 pm** Establish and maintain payroll systems **Room B207**	Off Campus Study	**Weeks 1 - 17** **9:30 – 12:00 pm** Set up and operate computerised accounting system **Room B207**
Afternoon	**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**		**Weeks 9 - 17** **12:30 – 2:30 pm** Prepare financial statements for non-reporting entities **Room B207**

All subjects are available as Flexible Learning. Please contact Julie Stanker at infoline@cit.edu.au for more information.

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**

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Additional Information

Enrolment Information | Course Reference Numbers (CRNs)

Please Note: If enrolling into ALL subjects use Block Code **FTY2S1G1B**

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

Subjects	National ID and Subject Codes	CRNs	Class Dates
Design and produce complex spreadsheets (only enrol if not completed)	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 (only enrol if not completed)	FNSACC418 | ACCT 461	60313	Tues 29 Apr – 17 Jun

Total Course Hours for Semester: **232**

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	Public Holiday
	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
Term Break | April 14 – April 24 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	Public Holiday
	3 Jun – 6 Jun	Class in session
16.	9 June	Public Holiday
	10 Jun – 13 Jun	Class in session
17.	16 Jun – 20 Jun	Class in session

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