



FNS40217

Certificate IV in Accounting and Bookkeeping

CRICOS Course Code
097716F

Study Methods
13.5 hrs face to face in campus + 6.5 hrs online (per week)

Duration
52 Weeks (36 Weeks Study)

Course Requirements

- Year 12 (HSC); or other relevant qualification/s; or experience in a business environment;
- Academic IELTS 5.5 overall, no less than 5.0 in each band, or upper intermediate, or EAP from approved ELICOS/ESL centre or evidence of completing a VET course at Certificate IV or above level in Australia.
- At least 17 years or above
- For Packaging courses, student cannot progress to the higher qualification unless the student has successfully completed lower qualification

Career Opportunities

- Payroll Clerk
- General Accounts Assistant
- Accounts Receivable Clerk
- Accounts Payable
- Clerk and BAS Agent (Study Requirements)

Unit of Competence

Core Units	8 Units
Process financial transactions and extract interim reports	FNSACC311
Administer subsidiary accounts and ledgers	FNSACC312
Establish and maintain payroll systems	FNSTPB402
Introduce cloud computing into business operations	BSBSMB412
Work effectively in the accounting and bookkeeping industry	FNSACC408
Prepare financial reports	BSBFIA401
Complete business activity and instalment activity statements	FNSTPB401
Set up and operate a computerized accounting system	FNSACC416

Unit of Competence

Elective Units	5 Units
Develop and use complex spreadsheets	BSBITU402
Design and produce business documents	BSBITU306
Perform financial calculations	FNSACC313
Contribute to health & safety of others	BSBWHS201
Prepare operational budgets	FNSACC412