



FNS40222 CERTIFICATE IV IN ACCOUNTING AND BOOKKEEPING

CRICOS Course Code: 110013B

Duration: 78 weeks (54 weeks study & 24 weeks holidays)

Study Mode: 13.5 hours face-to-face on campus and 6.5 hours online per week.

COURSE DESCRIPTION

This qualification reflects the job roles of workers in the accounting industry, including BAS Agents and contracts, bookkeepers; and of those employees performing bookkeeping tasks for organizations in a range of industries. It includes preparing and lodging business and instalment activity statements, and providing advice or dealing with the Commissioner on behalf of a taxpayer in relation to activity statements.

Individuals in these roles apply theoretical and specialist knowledge and skills to work autonomously, and exercise judgment in completing routine and non-routine.

TARGET GROUP

- Individual seeking to pursue higher education qualifications.
- Individual seeking to pursue a career in the accounting sector.
- Individual seeking to enter a new industry sector.

ENTRY REQUIREMENTS

- Must be at least 18 years of age or older at course commencement.
- Students must have completed Australian Year 11 or equivalent; have completed AQF Certificate III qualification or above.
- An overall valid academic IELTS score of at least 6 or equivalent with no band less than 5.5 unless exempted (please refer to the DOHA website for Acceptable English Evidence and Exemptions); or an English proficiency of Advanced level from an approved ELICOS provider; or have completed Certificate IV level course in an Australian RTO within the last 2 years; or have successfully passed Western Sydney College's English Placement Test.
- For Packaged courses, student must (successfully) complete the lower qualification to progress to the higher qualification.
- International Students must meet the Student Visa (SC500) requirements.

CAREER OUTCOMES

Accounts Assistant, payroll clerk, payroll payable or receivable clerk, bookkeeper or financial clerks

FUTURE PATHWAY

Students who complete this course may pursue higher level qualifications within and/or across the accounting and finance sector including FNS50222 Diploma of Accounting or a range of other Diploma qualifications.

UNITS OF COMPETENCY

CORE UNITS

FNSACC421	Prepare financial reports
FNSACC321	Process financial transactions and extract interim reports
FNSACC322	Administer subsidiary accounts and ledgers
FNSACC418	Work effectively in the accounting and bookkeeping industry
FNSACC426	Set up and operate computerised accounting systems
FNSTPB411	Complete business activity and instalment activity statements
FNSTPB412	Establish and maintain payroll systems
FNSACC414	Prepare financial statements for non-reporting entities
BSBTEC302	Design and produce spreadsheets
FNSACC412	Prepare operational budgets

ELECTIVE UNITS

BSBTEC402	Design and produce complex spreadsheets
BSBWHS211	Contribute to the health and safety of self and others
BSBTEC301	Design and produce business documents