

FNS40217

CERTIFICATE IV IN ACCOUNTING AND BOOKKEEPING



COURSE OVERVIEW

Think Academy of Business and Technology's nationally recognised Certificate IV in Accounting & Bookkeeping (FNS40217) is an educational qualification requirement as determined in Tax Agent Services Regulations 2009, which sets the professional qualifications and experience required to become a registered BAS agent.

Employers are increasingly looking for candidates who are equipped to meet the challenges of being a successful bookkeeper and BAS agent and graduate at the leading edge of their field.

This course meets the Tax Practitioners Board (TPB) education requirements to become a BAS agent. Experience criteria apply.

COURSE OUTCOME

TABT's Certificate IV in Accounting and Bookkeeping (FNS40217) is a nationally recognised qualification, complying with the AQF standard and ASQA standards for Registered Training Organisations. Successful completion of this qualification will help you to:

- Be awarded and recognised as holding the most current nationally recognised bookkeeping qualification
- Be recognised for completing units covering GST and BAS which are required to become a registered BAS agent
- Become a competent user of MYOB, the most widely known and used accounting software in Australia



COURSE ENTRY REQUIREMENT

THIS IS AN OPEN ENTRY COURSE
WITH NO PRE-REQUISITE
QUALIFICATIONS. HOWEVER,
STUDENTS SHOULD HAVE THE
FOLLOWING ABILITIES

- Pass the Learning Literacy and Numeracy Test (LLN)
- Have a good understanding of English Language.
- Basic knowledge of using Computers and Microsoft Office.

CAREER OPPORTUNITIES

This qualification will provide students with the skills required to perform all of the bookkeeping needs of a business. This qualification will provide students with the skills required to perform all of the bookkeeping needs of a business. Students will develop skills that lead to employment in a bookkeeping job role with functions that include:

- establishing and maintaining manual and computerised accounting systems
- completing Business Activity Statements (BAS) and other office financial statements
- developing bookkeeping management systems for organisations
- general administration

UNITS OF COMPETENCY

CORE UNITS

FNSACC408 Work effectively in the accounting and bookkeeping industry

FNSACC311 Process financial transactions and extract interim reports

FNSACC312 Administer subsidiary accounts and ledgers

FNSACC416 Set up and operate a computerised accounting system

FNSTPB402 Establish and maintain payroll systems

FNSTPB401 Complete business activity and instalment activity statements

BSBFIA401 Prepare financial report

BSBITU422 Use digital technologies to collaborate in the workplace

ELECTIVE UNITS

FNSACC411 Process business tax requirements

FNSACC414 Prepare financial statements for non-reporting entities

BSBITU402 Develop and use complex spreadsheets

FNSACC413 Make decisions in a legal context

BSBWOR501 Manage personal work priorities and professional development



ASSESSMENTS

TABT has carefully structured its Assessments to include a variety of formats which will enhance your understanding:

- Multiple choice questions
- Case studies and Short Answer questions
- Calculation questions
- Accounting Software simulation questions
- Role Play

COMPLETION

Upon successful completion of this course, you will be awarded the Certificate IV in Accounting & Bookkeeping (FNS40217) qualification by Think Academy of Business & Technology. If a student successfully completes the units of competency, they will receive a Statement of Attainment relating to the units completed.



LEARNING MATERIAL

We provide you the course material from your online student portal on our website. Should you require the hard copy study materials, additional fees will be incurred.

COURSE DURATION

We would expect that you will spend at least 15 study hours per week. During this period students shall be reading, conducting research, performing assessments and managing feedback.

It is expected that on average, students will have the following study load to complete this course:

| | |
|-----------------------------|------------|
| IN MONTHS | 12 |
| IN WEEKS | 48 |
| STUDY HOURS | 695 |
| STUDY HOURS PER WEEK | 15 |

MODE OF DELIVERY

Classroom based training

Classroom training and practical skills training will be delivered at the following locations

Classroom Training Site

Level 3, 2 Brandon Park Drive,
Wheelers Hill, VIC 3150

Distance/Online Training

Study from anytime anywhere.

COURSE FEE

For the latest fees:

Visit www.tabt.edu.au or Call 1300 795 056

See our list of course fees.