

FNS40222

CERTIFICATE IV IN ACCOUNTING AND BOOKKEEPING



COURSE OVERVIEW

Think Academy of Business and Technology's nationally recognised Certificate IV in Accounting & Bookkeeping (FNS40222) 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 (FNS40222) 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

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

ELECTIVE UNITS

1. **FNSACC411** Process business tax requirements
2. **FNSACC413** Make decisions in a legal context
3. **BSBTEC404** – Use digital technologies to collaborate in a work environment



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
- Workplace scenarios
- Role Play

COMPLETION

Upon successful completion of this course, you will be awarded the Certificate IV in Accounting & Bookkeeping (FNS40222) 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 14 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	660
STUDY HOURS PER WEEK	14

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.