



# FNS40217

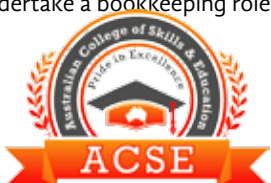
## CERTIFICATE IV IN ACCOUNTING AND BOOKKEEPING

### COURSE OVERVIEW

- This course is a nationally recognised qualification suitable for anyone wishing to operate as a bookkeeper or junior accountant in Australia. This includes those wishing to work or already working as a contract bookkeeper, employees performing the role of a bookkeeper in an organisation, as well as individuals wishing to receive training to be able to undertake a bookkeeping role to move up in their present

organisation or if seeking new employment.

- This qualification is suitable to fulfil the educational requirements to become a registered BAS Agent, one of the most essential functions contract bookkeepers can offer to Australian businesses.
- ACSE will also consider applications from clients wishing to gain employment (new entrants) in accounting and bookkeeping and it is anticipated that this will be a significant proportion of the overall client cohort.



**AUSTRALIAN COLLEGE OF SKILLS AND EDUCATION**

## COURSE ENTRY REQUIREMENTS

- Year 11 or equivalent, or certificate III in a related field.
- Candidates must demonstrate Language, Literacy and Numeracy skills in line with AQF level.

### **Equipment you will need:**

- Access to the internet
- Computer with Microsoft office
- Access to a smart phone, video camera or web camera.

## DURATION & STRUCTURE

- The duration of the course is 12 months self-paced, including all learning and assessment activities. However, it is anticipated that the course length will vary with regard to individual client's level of expertise and time dedicated to study.
- As a guide, given the total number of units in the program is 13, students should aim to complete and be assessed in 1 unit per month. To do this, students will be required to study at least 15 hours a week or 60 hours a month.

## POTENTIAL CAREERS

Potential job roles on completion of this program include:

- Contract Bookkeeper
- Certified Bookkeeper
- Accounts Receivable and Payable Clerk
- General Clerical Assistant
- Payroll Clerk



## COURSE UNITS

This qualification consists of 8 core units and 5 elective units.

### **CORE UNITS:**

- BSBFIA401 Prepare financial reports
- BSBITU422 Use digital technologies to collaborate in the workplace
- FNSACC311 Process financial transactions and extract interim reports
- FNSACC312 Administer subsidiary accounts and ledgers
- FNSACC408 Work effectively in the accounting and bookkeeping industry
- FNSACC416 Set up and operate a computerised accounting system
- FNSTPB401 Complete business activity and instalment activity statements
- FNSTPB402 Establish and maintain payroll systems

### **ELECTIVE UNITS:**

- FNSACC411 Process business tax requirements
- BSBITU306 Design and produce business documents
- BSBITU402 Develop and use complex spreadsheets
- FNSACC313 Perform financial calculations
- FNSACC405 Maintain inventory records

### **COURSE FEES**

- Enrolment Fee \$200 (Non Refundable)
- All learning materials included, no additional costs.
- Payment plan and installment options are available. Enquire about this option when you contact us if applicable.
- Total Cost: \$3000

**TRAINING IS CONDUCTED AT  
VARIOUS CITIES AND LOCATIONS  
FOR DETAILS VISIT WEBSITE**

### **CONTACT US**

- **Mon to Fri: 9am-5pm**
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