



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
- 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

- There are no formal pre-requisites in the training package for course entry, however ACSE sets a number of its own 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 qualification level demands. Each candidate will undergo an LLN assessment prior to enrolment.
- Candidates that are wanting to become a licenced BAS Accountant, they have an additional requirements of:
- To complete at least 40% of the assessment for the entire course under some form of independent supervision
- Candidates that are NOT wanting to become licensed BAS Accountants they do not need to complete any assessments from this course under independent supervision (i.e. no work placement required)
- Candidates must also have access to:
- A PC or equivalent capable of processing and operating MYOB
- Internet connection
- A copy of MYOB and MS Office with MS Excel. Preferably MS Office 2010 or later and Windows 10 at a minimum.

DURATION & STRUCTURE

- This course as specifically an online course.
- 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
- 1300 212 169
- info@acse.edu.au
- www.acse.edu.au

