



FNS40217 Certificate IV in Accounting and Bookkeeping

National ID: FNS40217 | State ID: BDQ3

About this course

Crunch the numbers with a career in accounting and bookkeeping.

The Certificate IV in Accounting and Bookkeeping provides participants with an opportunity to work as a bookkeeper in a business or within their own practice. Participants will learn skills to develop their bookkeeping and financial report preparation knowledge, complete all bookkeeping requirements and complete BAS information for employers and clients.

Participants will also be able to develop a range of generic business skills. This qualification is recognised as meeting the future requirements for bookkeepers wishing to provide BAS services as a professional contract bookkeeper, either working under the direction of a Tax Agent/Public Accountant, for a bookkeeping business or franchise, or as a BAS service provider.

Overview

Available all year, 2019

Broome Campus - Qualification details



Duration: **1 Year**



**JOBS &
SKILLS WA**

RTO code: 52788
Printed: 21/01/2020



When: **Available all year**



How: **Face-to-face classroom delivery**
Face-to-face classroom/campus delivery
Full-time
Mixed mode
On the job/on location
Online learning - flexible/self-paced
Part-time

Units

This is a suggested study plan. North Regional TAFE offers a variety of alternative units, and packaging rules apply to these selections. Your unit options will be discussed with you prior to enrolment.

Students must successfully complete 8 core and 5 elective units to be awarded this qualification.

Core

National ID	Unit Title
BSBFIA401	Prepare financial reports
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
BSBSMB412	Introduce cloud computing into business operations

Elective

National ID	Unit Title
BSBITU306	Design and produce business documents
BSBITU402	Develop and use complex spreadsheets
BSBWOR501	Manage personal work priorities and professional development
BSBWRT301	Write simple documents
FNSACC313	Perform financial calculations

Study pathway



[Diploma of Accounting](#)

Job opportunities



[Bookkeeper | Small bookkeeping business owner](#)

Fees and charges

North Regional TAFE's **indicative fees for 2019** are available [here](#). These fees are indicative for local students enrolling full-time in Government-funded courses. Fees are calculated based on individual circumstances at the time of enrolment. Concessions for eligible certificate I - IV level courses, annual fee caps and other charges may apply.

For more information, please click [here](#).

VET Student Loans

VET Student Loans is an income contingent loan support available to eligible students studying a diploma level or above qualification. For more information, please click [here](#).

Please note, fees are subject to change.