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of Commerce & Management
RTO ID: 1441

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Certificate IV in Accounting and Bookkeeping

FNS40222

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Foundation Skills

- Financial calculations and reconciliations
- Working in the accounting industry
- Using online accounting systems
- Utilising spreadsheets effectively

Specialty Skills

- Using MYOB or XERO applications
- Administering accounts and ledgers
- Business Activity Statements (BAS)
- Budgeting and payroll skills
- Financial statement and reports



To see enrolment fees for your region, please click or scan the QR code

courses@accm.edu.au

CERTIFICATE IV IN ACCOUNTING AND BOOKKEEPING

FNS40222

COURSE DESCRIPTION:

This higher-level accounting qualification covers manual double-entry bookkeeping, business tax, budgeting and computerised accounting. Students will select either the MYOB or XERO pathway to study throughout their program (only one application may be selected).

Please note the free trial versions of MYOB or XERO must be downloaded and installed for use.

SUBJECT	UNIT	CODE	DURATION (weeks)
Perform Financial Calculations	<ul style="list-style-type: none"> Perform financial calculations 	FNSACC323	5
Authorising Business Bills with MYOB/XERO	<ul style="list-style-type: none"> Authorise valid expense payments 	FNSACM411	6
Practical Spreadsheets	<ul style="list-style-type: none"> Design and produce spreadsheets 	BSBTEC302	4
Business Tax Obligations	<ul style="list-style-type: none"> Complete business activity & instalment activity statements Process business tax requirements 	FNSTPB411 FNSACC411	8
Accounting - Step by Step	<ul style="list-style-type: none"> Process financial transactions and extract interim reports 	FNSACC321	10
Set Up and Maintain a MYOB/XERO Accounting System	<ul style="list-style-type: none"> Set up and operate computerised accounting systems Administer subsidiary accounts and ledgers 	FNSACC426 FNSACC322	6
Operating in the Accounting Industry	<ul style="list-style-type: none"> Work effectively in the accounting and bookkeeping industry 	FNSACC418	4
Budgeting	<ul style="list-style-type: none"> Prepare operational budgets 	FNSACC412	5
Payroll - MYOB/XERO	<ul style="list-style-type: none"> Establish and maintain payroll systems 	FNSTPB412	6
Financial Statements and Reports	<ul style="list-style-type: none"> Prepare financial reports Prepare financial statements for non-reporting entities 	FNSACC421 FNSACC414	6

If you would like to discuss additional electives, please contact us.