



# Certificate IV in Accounting and Bookkeeping

FNS40222



GIVING YOU THE SPECIALIST  
ACCOUNTING AND BOOKKEEPING  
SKILLS TO SUPPORT YOUR BUSINESS



## About This Course

MYOB Specialty Course - The Certificate IV in Accounting and Bookkeeping qualification delivers learning outcomes in manual double entry bookkeeping and computerised accounting using MYOB. It covers all key accounting functions such as accounts payable and receivable, bank reconciliation and processing journal, payroll, preparing financial statements and preparing a BAS. This qualification will start your accountancy or bookkeeping career.

The Certificate IV in Accounting and Bookkeeping will take your accounts payable and accounts receivable skills to the next level. You will learn how to process financial transactions and extract interim reports and prepare profit and loss statements as well as balance sheets. Preparing a BAS and using accounting packages are also key parts of this qualification. On top of that, our Accounting qualifications are supported by permanent Student Advisers who have the extensive background in accounting necessary to provide effective assistance and tutoring where needed. Our accounting experts are also responsible for writing high quality, user friendly accounting workbooks and assessments making this online course a positive experience.

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## Subject Choices

- Perform Financial Calculations
- Authorising Business Bills with MYOB
- Practical Spreadsheets
- Business Tax Obligations
- Accounting - Step by Step
- Set Up and Maintain a MYOB Accounting System
- Mid Course Activity
- Operating in the Accounting Industry
- Budgeting
- Payroll - MYOB
- Financial Statements and Reports

# Key Course Facts

## Start Date:

Start immediately

## Duration:

Complete within 59 weeks

## Delivery Options:

On-line/Correspondence

## Group Training:

Contact the College for Availability

## Course Fees: **\$\$\$5,000.00** All materials provided at no extra cost

The course fees may vary if you are a trainee or if the state that you reside in has a subsidised training opportunity. Refer to the tables below.

### New Entrant Traineeship Fees for this Qualification:

ACT	NSW	NT	QLD	SA	TAS	VIC	WA
\$350	\$0	\$5,000	\$5,000	\$800	N/A	\$5,000	N/A

### Existing Worker Traineeship Fees for this Qualification:

ACT	NSW	NT	QLD	SA	TAS	VIC	WA
\$350	N/A	N/A	N/A	\$800	N/A	N/A	N/A

### School Based Traineeship Fees for this Qualification:

ACT	NSW	NT	QLD	SA	TAS	VIC	WA
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

### Subsidised Training Options for this Qualification \*

ACT	NSW	NT	QLD	SA	TAS	VIC	WA
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

\* NSW fee listed is for the Smart and Skilled category 'no prior qualification'. A fee increases of 15-17% applies to those who have completed a qualification previously. This training is subsidised by the NSW Government.

\* Jobs & Skills WA courses are subsidised by the Department of Training and Workforce Development. The Student tuition fees are indicative only and are subject to change given individual circumstances at enrolment. Additional fees may apply such as Student service and resource fees.

\*\* Subject to eligibility and availability at the time of enrolment

# Entry Requirements

## Future BAS Agents / Bookkeepers - This course is not BAS Certified

To register as a BAS Agent, the education requirements consist of the Certificate IV in Accounting and Bookkeeping and a Board Approved course covering GST/BAS taxation principles.

Although the GST/BAS taxation principles are covered in detail in our Certificate IV in Accounting and Bookkeeping qualification, we have not applied for Board approval.

To meet the Board's requirements, at least 40% of the assessment of the GST/BAS course must be completed under some form of independent supervision i.e. a test (that we do not plan to offer).

To find a training provider that meets the supervision requirement, please refer to [www.tpb.gov.au](http://www.tpb.gov.au).

If you are planning on becoming a bookkeeper, you do not need to register with the Tax Practitioners Board and as such the supervision requirements do not apply.

Our Certificate IV in Accounting and Bookkeeping would be the ideal way of kick-starting your new career in this field.

## Current or Recent Relevant Role and Experience

Please note the Certificate IV in Accounting and Bookkeeping is not considered an entry-level qualification and ACCM College has specific entry requirements in place to ensure suitability for our students prior to accepting the enrolment.

Ideally, students will have completed the Certificate III in Accounts Administration and be employed (or have been recently employed) in a relevant accounting role.

At a minimum, students will have direct exposure to the following industry areas:

- entering and paying invoices
- accounts payable/accounts receivable
- completion of BAS
- generating financial reports
- bank reconciliation
- payroll

If you are not sure if you have the appropriate experience or current role and would like to discuss the specific skills or experiences you do have, please contact ACCM College prior to enrolling.

Please note that this qualification would only be suited to school leavers with the extensive and relevant exposure in the accounting industry listed above.

The Certificate III in Accounts Administration is the ideal entry level qualification for those new to this industry.

## Literacy Skills

The Certificate IV in Accounting and Bookkeeping is an online correspondence course so you need to have average English reading and writing skills, or higher. As a guide - you should have completed Year 12 schooling, or have sound workplace written communication skills.

## Language Skills (Spoken English)

*You must be able to:*

Demonstrate flexibility in spoken language by using the appropriate structure and/or strategy  
Extract the key ideas or information from spoken conversations across a range of contexts  
Explain complex procedures and give clear sequenced instructions to others in familiar setting

As a basic guide - you must have sufficient English speaking skills to be able to communicate effectively and professionally with your Student Adviser over the phone.

## Numeracy Skills

Numeracy skills are required at an average level or higher e.g. completion of Year 12 maths and the ability to use a calculator and include understanding of fractions and percentages and knowing when and how to perform multistep calculations.

## Digital Literacy Skills

*You must be able to:*

Open and use a computer application (such as your Web Browser)  
Navigate a website by following instructions and follow website "links"  
Type and edit text eg for short answer assessment questions  
Select the appropriate answers in a multiple choice list (select the correct option(s))  
Download, save, edit and upload documents or files  
Write, edit, send, receive and save emails  
Open and use a word processing application (such as Microsoft Word or Google Docs)  
Open and use a spreadsheet program (such as Microsoft Excel or Google Sheets) depending on electives chosen

## Computer and Internet

- Access to a Desktop Computer or Laptop although some course work may be completed via mobile devices.
- Internet access with the latest version of Microsoft Edge, Chrome, Safari or Firefox.
- Microsoft Office 2010 Word and Subject specific Office products for chosen electives (ie Excel, Powerpoint, Publisher)
- Note: We do not support other applications like Pages or Numbers.
- Ability to access/ install trial versions of accounting software

## Other

- This accounting course is based on MYOB Essentials, the cloud based option.
- You are required to register and use a trial version.
- Trial accounting software resets every 180 days so students must be able to complete assessments within this timeframe

# Subject Descriptions

## Core Subjects:

### Perform Financial Calculations

Financial calculations are part of every day life in a financial institution. The Subject covers a wide variety of routine calculations such as depreciation, GST and interest rates required in many finance roles. It also covers methods for checking calculation outcomes, software and online tools, and strategies for the detection of errors.

Unit(s):

FNSACC323 - Perform financial calculations

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### Authorising Business Bills with MYOB

This subject examines how to authorise and process payments such as supplier bills and reimbursements. It provides an overview of how computerised accounting software can be used to record, authorise and process payments. This subject looks at the basic payment functions that are found in MYOB. This subject is practical in nature and requires practical activities undertaken using accounting software on trial software versions.

Unit(s):

FNSACM411 - Authorise valid expense payments

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### Practical Spreadsheets

In this introductory subject, learn the fundamentals of working with Excel, working with tables and formulas. Content also covers ways to design spreadsheets to improve the layout of information, as well as how to create graphs or charts. You will be amazed at the potential excel offers you to improve work processes and manage data. Note this subject only supports the program Excel.

Unit(s):

BSBTEC302 - Design and produce spreadsheets

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### Business Tax Obligations

This subject provides an overview of Australia's taxation system and covers important concepts such as the Tax File Number System, Pay as You Go (PAYG), GST, payroll tax, fringe benefits tax and BAS. The practical component will provide you with lots of experience in completing several Business Activity Statements for a range of different types of businesses.

Unit(s):

FNSTPB411 - Complete business activity and instalment activity statements

FNSACC411 - Process business tax requirements

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## Accounting - Step by Step

This subject teaches double entry accounting so that learners have the skills and knowledge required to prepare journal entries, post journal entries to ledgers, prepare banking and reconcile financial receipts, and extract a trial balance and interim reports. The subject looks at the manual accounting steps involved and also how accounting packages process general journals.

Unit(s):

FNSACC321 - Process financial transactions and extract interim reports

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## Set Up and Maintain a MYOB Accounting System

To gain first-hand experience of a computerised accounting system, you will be accessing MYOB software where you will learn basic functions such as processing invoices, maintaining customer and supplier information and generating financial reports. You will also be required to create a chart of accounts, keep track of inventory and maintain subsidiary ledgers. The module contains tips and shortcuts that will help you to increase your efficiency overall.

Unit(s):

FNSACC426 - Set up and operate computerised accounting systems

FNSACC322 - Administer subsidiary accounts and ledgers

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## Mid Course Activity

This survey is an important opportunity for you to tell ACCM College about your learning experience so far. By formally seeking this information at the mid-point of your course, ACCM College can help shape your learning outcomes to better ensure your professional development goals are met.

Unit(s):

MID-SURVEY - Mid Course Survey

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## Operating in the Accounting Industry

This subject covers the skills and knowledge needed to work effectively in the accounting and bookkeeping industry. It covers the various roles and responsibilities within the industry and the expectation in relation to ethical practices. It is an aid for decision making in terms of budgeting and cost benefit analysis for the introduction of new technology such as cloud accounting as well how you can promote your product, get the most out of feedback and your requirement to maintain your professional development.

Unit(s):

FNSACC418 - Work effectively in the accounting and bookkeeping industry

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## Budgeting

The budgeting process is covered in depth in this diploma level subject. You will get the opportunity to develop your forecasting skills as you prepare sales, cash and operating budgets. You will also learn how to produce budgeted financial statements which are useful for estimating the financial results, financial position and cash flows of a business.

Unit(s):

FNSACC412 - Prepare operational budgets

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## Payroll - MYOB

Processing and maintaining payroll requires a thorough understanding of the vast array of legislation that underpins the process itself. In this module, you will not only will learn how to calculate minimum rates of pay, penalty rate loadings, overtime, sick and annual leave, but you will also get to set up, maintain and process pays through a payroll system using MYOB.

Unit(s):

FNSTPB412 - Establish and maintain payroll systems

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## Financial Statements and Reports

Upon completion of this very practical module, you will be able to prepare profit and loss statements and balance sheets in line with reporting obligations and regulations. You will be given step by step guidance on how to record end of period of adjustments, apply depreciation, close journal entries and produce trial balances.

Unit(s):

FNSACC421 - Prepare financial reports

FNSACC414 - Prepare financial statements for non-reporting entities

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# Service Guarantees

## Quality Training Provider

ACCM has a history of satisfied students and clients and repeat business. Our testimonials on our website are genuine and the type of feedback we receive daily. We are so confident that you will be pleased with the College service, that we guarantee it.

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## Speedy Paper-less Enrolment

Enrolment Applications are accepted 24/7 online. Be fully enrolled in your course in 7 minutes! For customised or employment based courses and traineeships contact us and we will send you a customised enrolment page by email.

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## Start Anytime - Immediate Enrolment

Within 30 minutes of applying to enrol, your personal log-on details are emailed to you. This gives you access to our on-line system Webclass. Login to Webclass and complete the administrative items. Once you have completed these items a College Student Adviser will phone you to discuss your needs, course requirements, suitability and electives. You will then have access to the first study module via WebClass.

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## Industry Expert Student Adviser

You will be allocated your own industry experienced Student Adviser. While they will personally manage your program; you will also benefit from the College team around them to provide expert assistance in all subject areas.

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## Prompt Results and Feedback

All assessments are promptly returned (via Webclass) with detailed feedback and encouragement. Our goal is to have them back to you in a week or less. In the meantime you can progress to your next subject.

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## Personal Contact for the Right Start

Your College Student Adviser will phone you to welcome you to the course and ensure that you understand the best way to make progress in your course. They will also assist you with any questions you may have.

They will be in regular contact with you, especially at the start of your course, to offer motivation, support and guidance.

For employment based enrolments they will also make contact with your work supervisors to address any questions they may have.

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## Pro-active Learner Support

The support won't stop! Contact from your College Student Adviser will continue every month, based on the level of help you need.

Of course, at any time you can call us to get help. Get immediate assistance over the phone and by email. If immediate assistance is unavailable for any reason, we will make sure a qualified Student Adviser is in contact with you no later than the next business day.

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## Quality Course Materials

Our step by step course materials have been written by industry experts specifically for the College. They will give you all of the relevant learner information you need to succeed in your course.

The resources simplify industry jargon and concepts, give you industry insight and understanding, and focus on current real world business practices.

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## Employer Progress Updates

For employment based enrolments all supervisors will have access to an online progress report showing the current status of all learners. We understand that it's essential to keep you up to date so we will prompt you each month to access your report.

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