Certificate IV in Accounting and Bookkeeping

FNS40217

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

September 2019

About This Course

The Certificate IV in Accounting and Bookkeeping qualification delivers learning outcomes in manual double entry bookkeeping and computerised accounting (using MYOB or XERO). It covers all key accounting functions such as accounts payable and receivable, bank reconciliation and processing journals. 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.

Subject Choices

Alternative electives are available for those who have completed these subjects in Certificate III

- Authorise Business Bill Payment
- Perform Calculations
- Administer Customer Invoices
- Bank Reconciliation
- Maintaining an Accounting System

- Double Entry Accounting
- Financial Statements
- Business Tax
- Accounting Business Operations
- AccountRight Payroll

Key Course Facts

Start Date:
Start immediately

Delivery Options:
On-line/Correspondence

Duration:
Complete within 12 months

Group Training:
Workshops available

Course Fees: $4,400 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:

NSW	ACT	NT	QLD	SA	TAS	VIC	WA
$1,000	$1,930	$4,400	$4,400	$4,400	$4,400	$4,400	$1,690

Existing Worker Traineeship Fees for this Qualification:

NSW	ACT	NT	QLD	SA	TAS	VIC	WA
$4,400							

School Based Traineeship Fees for this Qualification:

NSW	ACT	NT	QLD	SA	TAS	VIC	WA

Subsidised Training Options for this Qualification:

NSW	ACT	NT	QLD	SA	TAS	VIC	WA
$1,980							
$2,310							

* NSW fees depend on previous qualification levels
** Subject to eligibility and availability at the time of enrolment

Entry Requirements

Reading and Writing Skills

The Certificate IV in Accounting and Bookkeeping is an on-line 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.

Spoken English Skills

To ensure successful completion of this course you must have sufficient English speaking skills to be able to communicate with your Student Adviser over the phone.

Numeracy Skills

Numeracy skills are required at an average level or higher eg 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.

Computer and Internet

- Access to a Desktop Computer or Laptop
- Internet access with Internet Explorer 8+, Chrome or Firefox
- Microsoft Office 2010 Word and Subject specific Office products for chosen electives (ie Excel, Powerpoint, Publisher)
- ability to access/ instal trial versions of accounting software

Other

- Ability to study and conduct assessments in a safe environment
- trial accounting software resets every 30 days so students must be able to complete assessments within a more restricted timeframe

Subject Descriptions

Core Subjects:

Authorise Business Bill Payment

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 of either MYOB or XERO. This subject is practical in nature and requires practical activities undertaken using accounting software on trial software versions.

Unit(s):

FNSACM401 - Evaluate and authorise payment requests

Perform Calculations

Perform Calculations covers a wide variety of financial calculations such as depreciation, GST and interest rates that needed in many industry roles. It also covers methods for checking calculation outcomes, use of online tools, and tips of detecting errors. This subject also introduces spreadsheets as a means of conducting repeated calculations.

Unit(s):

FNSACC313 - Perform financial calculations

Administer Customer Invoices

Learn the skills and knowledge required to correctly allocate payments, reconcile accounts and maintain customer details. This accounts clerical subject looks at the issuing of invoices and the receipting of payments using either MYOB or XERO trial versions. Students will also learn how to interpret a trade debtors report. This subject is practical in nature and requires practical activities undertaken using accounting software on trial software versions.

Unit(s):

FNSACM301 - Administer financial accounts

Bank Reconciliation

Bank reconciliation requires the skills to receive, identify and record receipts and match receipts to invoices. This subject looks at Bank Reconciliation using accounting software with the option of using XERO or MYOB. Learners will identify the steps to be followed and how to action discrepancies.

Unit(s):

FNSACM302 - Prepare, match and process receipts

Maintaining an Accounting System

To gain first-hand experience of a computerised accounting system, you will be provided with access to MYOB or XERO 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):

FNSACC416 - Set up and operate a computerised accounting system

FNSACC312 - Administer subsidiary accounts and ledgers

Double Entry Accounting

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):

FNSACC311 - Process financial transactions and extract interim reports

Financial Statements

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):

BSBFIA401 - Prepare financial reports

Business Tax

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):

FNSTPB401 - Complete business activity and instalment activity statements

FNSACC411 - Process business tax requirements

Accounting Business Operations

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):

FNSACC408 - Work effectively in the accounting and bookkeeping industry

BSBSMB412 - Introduce cloud computing into business operations

AccountRight Payroll

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):

FNSTPB402 - Establish and maintain payroll systems

Service Guarantees

Quality Training Provider

ACCM was one of the first private training Colleges to be given official RTO registration status.

22 years later we have helped over 3 000 employers and 31 000 students achieve their career goals and have been recognised as a state finalist on the NSW Training Awards.

We have 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.

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.

Start Anytime - Immediate Enrolment

Within 30 minutes of being enrolled, your personal log-on details are emailed to you. This gives you access to course materials to commence your studies (via our on-line system WebClass).

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.

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 2 weeks or less. In the meantime you can progress to your next subject.

Personal Contact for the Right Start

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

They will be in regular touch with you at the start of your course to offer motivation, support and guidance. For employment based enrolments they will also make contact with supervisors during this time to address any questions they may have.

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.

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.

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.