



# FNS40222 CERTIFICATE IV IN ACCOUNTING & BOOKKEEPING

## OVERVIEW

The FNS40222 Certificate IV in Accounting and Bookkeeping is ideal for those individuals undertaking or seeking roles in the accounting sector, including bookkeepers, accounts clerks and BAS Agents. Gain the specialised skills to enter the financial services industry with a FNS40222 Certificate IV in Accounting and Bookkeeping.

## CAREER OUTCOMES

- Accounts Support Officer
- Bookkeeper
- Accounts Payable and Receivable
- Payroll Officer
- Business Activity Statements (BAS) Agent

## ENTRY REQUIREMENTS

- Minimum 18 years of age
- Must have completed equivalent to Australian year 12
- IELTS band 5.5 (with no individual band below 5.0) or equivalent

## INTAKE DATE

Please refer to our website for intake dates.

## STUDY LOCATION

Level 3, 541 Kent Street SYDNEY NSW 2000



## COURSE NAME

Certificate IV in Accounting and Bookkeeping

## NATIONAL CODE

FNS40222

## CRICOS COURSE CODE

111742E

## DURATION

Total Duration is 52 weeks

Study is 40 weeks

Break is 12 weeks

## STUDY MODE

Theory components units are delivered face-to-face on campus. Practical components of the course are delivered face-to-face in campus via the simulated virtual environment.

## FEES

Total Cost: AU \$6,600.00

Tuition Fee: AU \$6,000.00

Material Fee\*: AU \$400.00

Enrolment Fee: AU \$200.00

\* The material fees for the course include learning and assessment materials.



## ASSESSMENT METHODS

Assessments may be conducted through a combination of written questions and answers, case study, role-plays and demonstration in the virtual simulated environment.

## COURSE STRUCTURE

Learners must achieve a competent result in the thirteen (13) units to obtain the FNS40222 Certificate IV in Accounting and Bookkeeping qualification.

UNIT CODE	UNIT NAME	CORE/ELECTIVE
FNSACC421	Prepare financial reports	Core
BSBTEC302	Design and produce spreadsheets	Core
FNSACC321	Process financial transactions and extract interim reports	Core
FNSACC322	Administer subsidiary accounts and ledgers	Core
FNSACC418	Work effectively in the accounting and bookkeeping industry	Core
FNSACC426	Set up and operate a computerised accounting system	Core
FNSTPB411	Complete business activity and instalment activity statements	Core
FNSTPB412	Establish and maintain payroll systems	Core
FNSACC412	Prepare operational budgets	Core
FNSACC414	Prepare financial statements for non-reporting entities	Core
FNSACC405	Maintain inventory records	Elective
FNSACC411	Process business tax requirements	Elective
FNSACC413	Make decisions in a legal context	Elective

## RECOGNITION OF PRIOR LEARNING

Sunway International College offers everyone the opportunity to apply for Recognition of Prior Learning (RPL) at enrolment. You may be granted credit or partial credit in recognition of skills and knowledge gained through work experience, life experience and/or prior training.

## CREDIT TRANSFER

Sunway International College recognises qualifications and Statements of Attainment issued under the Australian Qualifications Framework by Registered Training Organisations.

## PATHWAYS

On completion of this course, learners may wish to enrol in further qualifications, FNS50222 Diploma of Accounting