



# STUDY ONLINE COURSES AT TAFE INTERNATIONAL WESTERN AUSTRALIA

## FNS40217 CERTIFICATE IV IN ACCOUNTING AND BOOKKEEPING

CRICOS ID: 0101008

Course delivered by Central Regional TAFE

RTO provider number 52789

Are you interested in a career in accounting? Yes, then this course is a great starting point.

This course will teach you the foundations and skills to be able to prepare financial reports, accounts and ledgers, operational budgets and business activity statements by applying the required accounting principles and practices used in this growing industry.

You will also gain an understanding on how to:

- > use essential industry tools and programs;
- > establish and maintain a payroll system;
- > process financial transactions; and
- > extract interim reports.

This course prepares you for entry into FNS50217 Diploma of Accounting if you wish to further your studies.



### Overview

- > **Commencement date:** 19 July 2021.
- > **Duration:** Six month program of full-time study.
- > **Completion date:** December 2021.
- > **Delivery method:** Online via Blackboard with enrolment in clusters of units.
- > **Learning style:** Self-paced.
- > **Eligibility:** This course is only available for offshore students who wish to commence studies online prior to Australia's international borders reopening.
- > **Tuition fee:** \$6,240.



### Entry requirements

- > An IELTS score (academic) of 5.5 with no band score less than 5.0 or equivalent.
- > Equivalent to Australian Year 11.

# FNS40217 CERTIFICATE IV IN ACCOUNTING AND BOOKKEEPING

To achieve this qualification, competency must be demonstrated in 13 units of competency comprising:

- > Eight core units; and
- > Five elective units.

## Core units

BSBFIA401	Prepare financial reports
BSBSMB412	Introduce cloud computing into business operations
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

## Elective units

FNSACC313	Perform financial calculations
BSBITU402	Develop and use complex spreadsheets
FNSACC412	Prepare operational budgets
BSBWOR501	Manage personal work priorities and professional development
BSBITU306	Design and produce business documents

## Job outcomes

- > Bookkeeper
- > Finance Team Leader
- > Financial Markets Administration Officer
- > Accounts Supervisor



## APPLY NOW

Please complete our TAFE application form at [tafeinternational.wa.edu.au/apply-pdf](https://tafeinternational.wa.edu.au/apply-pdf) and email to [admissions.tiwa@dtwd.wa.gov.au](mailto:admissions.tiwa@dtwd.wa.gov.au) for the

**FNS40217 CERTIFICATE IV IN ACCOUNTING AND BOOKKEEPING – Online delivery**



*"The best thing about my course is working with numbers and getting to meet new people. Studying at*

*TAFE International WA is cheaper than university. I like living in WA because of the weather and the people."*

**Iran | Melika Ghanbarzadehsams**

FNS40217 Certificate IV in Accounting and Bookkeeping



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