

## FNS40222 CERTIFICATE IV IN ACCOUNTING AND BOOKKEEPING

**CRICOS Course Code:** 110009J

**National Qualification Code:** FNS40222

**Course Duration:** 52 Weeks (Includes term breaks)

**Delivery arrangement:** Face to Face and Online

**Next start dates:** See website for details or contact admissions



### COURSE DESCRIPTION

This qualification reflects the role of individuals in the accounting and bookkeeping industry, including business activity statement (BAS) agents and contract bookkeepers; and of those employees performing bookkeeping tasks for organisations in a range of industries. It includes preparing and lodging business and installment activity statements, data processing, monthly reconciliations, preparing budgets, preparing reports on financial performance and the position of the business, preparing end-of-year adjustments, and finalising financial records after year-end. Dealing with the Commissioner of Taxation on behalf of a taxpayer in relation to activity statements and other lodgement matters is also a key component of the role that this qualification reflects. Individuals in these roles apply theoretical and specialist skills and knowledge to work autonomously, and exercise judgement in completing routine and non-routine activities.

### OUR CAMPUSES ARE IN MULTIPLE LOCATIONS

Skyline International College, Burwood campus is just 12 minutes by train from the heart of the city of Sydney. The campus is in the center of Burwood and is just 2 minutes of walk from the Burwood train station or bus stop. Burwood is multicultural and is a destination for international students to live and work. Our Surry Hills campus is less than 5 minutes of walk from Central train station.

### ENTRY REQUIREMENTS

International students must be 17 years or older and provide evidence to demonstrate both academic and English language entry requirements as follows: Academic Requirements:

#### Academic Requirements:

- Successful completion of Year 12 or equivalent; or other relevant qualification/s

#### English Language Requirements:

- Academic IELTS 5.5 overall, no less than 5.0 in each band, or upper intermediate, or EAP from approved ELICOS/ESL centre

Any AQF qualification at the Certificate III level or above in any discipline area delivered and assessed in English only will be deemed as meeting both the academic and English language entry requirements.

## RESOURCES REQUIREMENTS

We supply access to your course materials through eSpace (Moodle platform) and course handouts. The course materials fee is \$200.

You can buy the course textbooks and workbooks if you wish. We have computers and student access at College, required software (eg MYOB and Microsoft suite) are installed in college computers for students to use.

## VOCATIONAL OUTCOME

**Occupational titles suited to our choice of electives may include:**

- Accounts receivable and payable clerks
- Bookkeeper
- Payroll clerks
- General clerical assistants
- Financial clerks

## COURSE STRUCTURE

Our course has been designed to meet the requirements for the FNS40222 Certificate IV in Accounting and Bookkeeping. It contains **13 units** of competency as follows:

- **10 core** units
- **3 elective** units

Unit Codes	Unit Name	Core/ Elective
FNSACC421	Prepare financial reports	Core
BSBTEC302	Design and produce spreadsheets	Core
FNSACC321	Process financial transactions and extract interim reports	Core
FNSACC321	Administer subsidiary accounts and ledgers	Core
FNSACC418	Work effectively in the accounting and bookkeeping industry	Core
FNSACC426	Set up and operate computerised accounting systems	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
BSBTEC301	Design and produce business documents	Elective
BSBTEC402	Design and produce complex spreadsheets	Elective
FNSACC323	Perform financial calculations	Elective

## DELIVERY METHODS

The course is delivered across 36 weeks over 4 terms.

The delivery mode is a blended delivery mode combining classroom and online delivery.

**Classroom Learning** This blended mode means we conduct face-to-face delivery for 15 hours per week supplemented by structured online learning for 5 hours per week. Once you start the course, the trainers will explain how the classes will run 15 hours per week in the classroom. Classroom learning includes lectures supported by power point plus visual topic content, with practice time and lots of group and oral work.

**Structured Online Learning** There is an extra 5 hours per week programmed outside class time when you revise and practice to reinforce classroom learning. The online learning is set up by unit and topics so it is easy for you to explore and then work through each unit of study. Some people will move more quickly through the material and others may take a bit more time depending on your confidence in the topics.

## SAMPLE TIMETABLE

Day	Face to Face (15 hours/week)	Online (5 hours/week)
Monday	8.00 am –4.00 pm Lectures, group work, oral work, case studies, business simulation, practice	Self-Study (at your own time). Revise and practice classroom learning.
Tuesday		

## ASSESSMENTS

Students are required to complete a range of tasks as part of the assessment requirements for each unit. Unit assessment takes about 5–10 hours outside of class hours. Assessments methods may include:

- Projects
- Case studies
- Short written knowledge questions/tests
- Short written knowledge questions/tests
- Demonstrations
- Presentations

## RECOGNITION OF PRIOR LEARNING (RPL) AND CREDIT TRANSFER (CT)

RPL and credit transfer (CT) can be applied for at the time of enrolment or during orientation and the original or certified copy must be provided. A fee is payable for assessing your RPL status or processing your credit transfer. please refer to our price lists in the handbook and website. If credit is granted, international students may have their course and visa shortened.

## COURSE COMPLETION

Upon successful completion of all the required units of this course, you will receive a nationally recognised qualification in FNS40222 Certificate IV in Accounting and Bookkeeping. Students who do not complete all required units may be eligible for a Statement of Attainment in partial completion of FNS40222 Certificate IV in Accounting and Bookkeeping.

## PATHWAYS

Under mutual recognition, the Certificate qualification and Statement of Attainment awarded by Skyline International College will be recognized by other RTOs Australia-wide. Upon successful completion of this course, students have a number of pathway options:

- FNS50222 Diploma of Accounting; or
- BSB50420 Diploma of Leadership and Management; or
- ICT50220 Diploma of Information Technology; or

Students who have completed Certificate IV in Accounting and Bookkeeping or relevant units and then study Diploma of Accounting will have their duration of study reduced in the Diploma of Accounting from 5 terms (direct entry) to 4 terms at Skyline International College.

## TRAINING AND OTHER FACILITIES

Skyline International College campus is fully equipped with required facilities including modern computer lab with internet access, data projector and resources borrowing facility, printing and photocopying facility and a student common area.

# SKYLINE INTERNATIONAL COLLEGE CONTACT DETAILS



## **BURWOOD CAMPUS:**

SUITE 701, LEVEL 7, AND SUITE 508, LEVEL 5, 11-15 DEANE STREET,  
BURWOOD, NSW 2134, AUSTRALIA



## **SURRY HILLS CAMPUS:**

LEVEL 3, 136 CHALMERS STREET, SURRY HILLS NSW 2010, AUSTRALIA



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**CRICOS Provider Code: 03639C**

