



FNS40215

Certificate IV in Bookkeeping



HELLO THERE, OUR DREAM IS TO HELP YOU MAKE GREAT HAPPEN

- Industry endorsed
- Payment options
- Student satisfaction

OVERVIEW

Invest in your career

Invest in your career with our Certificate IV in Bookkeeping. You will develop the vital finance skills you need to build a profitable career across a variety of organisations. Learn how to prepare financial reports and business documents, develop policies and procedures, set up and operate computerised accounting systems, and establish and maintain a payroll system, among other topics.

LOCATION/S

Bracken Ridge, Mt Gravatt, South Bank

DURATION

Full time: 6 months / up to 4 days per week

COURSE DETAILS

Course delivery options

WORKLOAD	LOCATION	DELIVERY
Full time up to 4 days per week	Bracken Ridge, Mt Gravatt, South Bank	Classroom

Key dates

For key start dates for each location visit the online brochure for this course (under the course details tab).
tafebrisbane.edu.au/course/16475

Entry requirements

This qualification has no formal entry criteria.
If you're under 17 years of age, [...more online](#)

Resources required

No specific resources are required to successfully complete this course.
It is recommended that students have access to [...more online](#)

What are my payment options

No matter what your circumstances, TAFE Queensland Brisbane has a payment option to suit you. If you are unsure of what's right for you, call us on 1300 712 007. We're here to help.

[...more online](#)

FULL FEE | \$4,335

This is the total cost of the course.

Got a question?
[Enquire about your full fee study options](#)

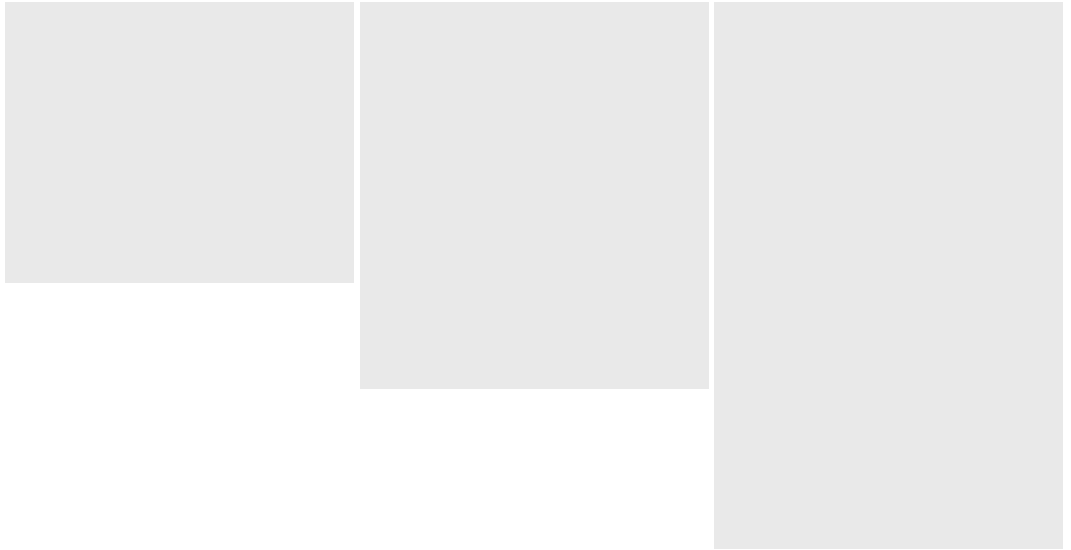
SUBSIDISED | \$2,670

The Queensland Government will offset the cost of study for **eligible students**. You will still need to pay for a portion of your study costs. The amount above is what you will need to pay.

CONCESSION | \$2,170

You are eligible for the concession price of a course if you are eligible for subsidised training, and are listed on an Australian Government Low Income Health Care Card or Pensioner Concession Card, if you are Aboriginal or Torres Strait Islander, you hold a Department of Veterans' Affairs Pensioner Concession Card, or if you have a disability. [Further information about concessions.](#)

COSTS



OUTCOMES

Outcome

FNS40215 Certificate IV in Bookkeeping

Job prospects

- Bookkeeper
- Taxation Accountant
- Taxation Clerk

ARE YOU READY TO TAKE THE NEXT STEP ON YOUR PATH TO GREAT?

Enrol today to secure your spot in this course.

HOW TO ENROL

Enrol now

You're ready if you have:

- checked your important dates (under the course details tab)
- checked you meet the entry requirements (under the course details tab)
- checked your course costs and know which payment option is right for you (under the costs tab)
- Read the [Student Rules](#) and [Withdrawals and Refund Policy](#)
- Created your [Unique Student Identifier](#) and can provide this to TAFE Queensland.

All done? You're ready to enrol

Recognition of prior learning

Fast-track your way to a formal qualification by earning credit for the things you already know. Getting recognition for the skills you've gained from the workplace or previous learning means less study time for you, and getting the paper to prove you're qualified

UNITS

Units

The successful achievement of this qualification requires you to complete 6 core and 7 elective units. Upon successful completion of all 13 units you will receive a Certificate IV in Bookkeeping.

BSBFIA401	Prepare financial reports	Core
BSBITU306	Design and produce business documents	Core
FNSACC301	Process financial transactions and extract interim reports	Elective
FNSACC302	Administer subsidiary accounts and ledgers	Elective
FNSACC402	Prepare operational budgets	Elective
FNSACC404	Prepare financial statements for non-reporting entities	Elective
FNSACC406	Set up and operate a computerised accounting system	Elective
FNSBKG404	Carry out business activity and instalment activity statement tasks	Core
FNSBKG405	Establish and maintain a payroll system	Core
FNSINC401	Apply principles of professional practice to work in the financial services industry	Core
BSBITU402	Develop and use complex spreadsheets	Elective
FNSBKG401	Develop and implement policies and procedures relevant to bookkeeping activities	Core
FNSACC303	Perform financial calculations	Elective

Disclaimer

Accurate as at 24 October 2017. For the latest information see:
tafebrisbane.edu.au/course/16475

RTO 0275
CRICOS 03020E





Not all electives available at all campuses

a whole lot sooner.

Make your future happen

Connect with TAFE on Facebook