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

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 delivery options

<table>
<thead>
<tr>
<th>WORKLOAD</th>
<th>LOCATION</th>
<th>DELIVERY</th>
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</thead>
<tbody>
<tr>
<td>Full time up to 4 days per week</td>
<td>Bracken Ridge, Mt Gravatt, South Bank</td>
<td>Classroom</td>
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</tbody>
</table>

Entry requirements

This qualification has no formal entry criteria. If you're under 17 years of age, visit the online brochure for this course (under the course details tab).

Resources required

No specific resources are required to successfully complete this course. It is recommended that students have access to ...

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.

FULL FEE | $4,335
This is the total cost of the course.

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.

Got a question?
Enquire about your full fee study options

Accurate as at 10 October 2017. For the latest information see: tafebrisbane.edu.au/course/16475
Outcome
FNS40215 Certificate IV in Bookkeeping

Job prospects
- Bookkeeper
- Taxation Accountant
- Taxation Clerk

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.

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Type</th>
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</thead>
<tbody>
<tr>
<td>BSFIA401</td>
<td>Prepare financial reports</td>
<td>Core</td>
</tr>
<tr>
<td>BSBITU306</td>
<td>Design and produce business documents</td>
<td>Core</td>
</tr>
<tr>
<td>FNSACC301</td>
<td>Process financial transactions and extract interim reports</td>
<td>Elective</td>
</tr>
<tr>
<td>FNSACC302</td>
<td>Administer subsidiary accounts and ledgers</td>
<td>Elective</td>
</tr>
<tr>
<td>FNSACC402</td>
<td>Prepare operational budgets</td>
<td>Elective</td>
</tr>
<tr>
<td>FNSACC404</td>
<td>Prepare financial statements for non-reporting entities</td>
<td>Elective</td>
</tr>
<tr>
<td>FNSACC406</td>
<td>Set up and operate a computerised accounting system</td>
<td>Elective</td>
</tr>
<tr>
<td>FNSBKG404</td>
<td>Carry out business activity and instalment activity statement tasks</td>
<td>Core</td>
</tr>
<tr>
<td>FNSBKG405</td>
<td>Establish and maintain a payroll system</td>
<td>Core</td>
</tr>
<tr>
<td>FNSINC401</td>
<td>Apply principles of professional practice to work in the financial services industry</td>
<td>Core</td>
</tr>
<tr>
<td>BSBITU402</td>
<td>Develop and use complex spreadsheets</td>
<td>Elective</td>
</tr>
<tr>
<td>FNSBKG401</td>
<td>Develop and implement policies and procedures relevant to bookkeeping activities</td>
<td>Core</td>
</tr>
<tr>
<td>FNSACC303</td>
<td>Perform financial calculations</td>
<td>Elective</td>
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Disclaimer

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.

Accurate as at 10 October 2017. For the latest information see: tafebrisbane.edu.au/course/16475
Not all electives available at all campuses a whole lot sooner.

Make your future happen

Connect with TAFE on Facebook

Accurate as at 10 October 2017. For the latest information see: tafebrisbane.edu.au/course/16475

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