



**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](http://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](#)

**Important Information**

This program has been superseded  
[...more online](#)

**COSTS**

**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.](#)



OUTCOMES

**Outcome**

FNS40215 Certificate IV in Bookkeeping

**Job prospects**

- Bookkeeper
- Taxation Accountant
- Taxation Clerk

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.

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

**Disclaimer**

Not all electives available at all campuses

**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 a whole lot sooner.

**Make your future happen**

**Connect with TAFE on Facebook**