



FNS40222 – Certificate IV in Accounting and Bookkeeping

Course Overview (Domestic Students)

TMG College Australia's (TMG) Certificate IV in Accounting and Bookkeeping program has been designed to allow students the ability to gain real work experience whilst furthering their working knowledge and skills of the Accounting & Bookkeeping Industry.

Students will be introduced to the following main learning areas within this qualification:

- ✓ How to correctly process financial transactions and extract interim reports
- ✓ How to correctly administer subsidiary accounts and ledgers
- ✓ How to correctly prepare financial reports
- ✓ How to correctly complete business activity and instalment activity statements
- ✓ How to correctly design and produce business documents

All of which we have you ready for multiple areas of employment possibilities within Accounting & Bookkeeping sector.

*Thinking of a Career Change and want to make a difference?
Why not choose a career in Accounting & Bookkeeping Today!*

Entry Requirements

This program has an entry requirement of year 11 Reading, Writing and Comprehension level and/or (ACSF Level 3) + basic computer skills for formative assessment activities and assessment submissions.

Course Duration

This course is delivered over 26 - 52 Weeks depending on enrolment type.

Course Date

We have multiple intakes yearly, so call or email us today to help get you started.

Delivery Mode

This course is delivered within a blended delivery mode, consisting of face-to-face classroom sessions + structured online learning + 20 hours simulated work-placement.

Licencing

Persons providing a BAS service for a fee or other reward must be registered by the Tax Practitioners Board (TPB) and this qualification is currently cited as meeting the TPB education requirements for registration as a BAS agent.

Hours: Monday to Friday - 09:00am to 5:00pm (General hours)
Phone: 1300 888 TMG (1300 888 864) | Email: info@tmg.edu.au
RTO Num: 21694 | CRICOS Code: 03397E | Web: <https://tmg.edu.au/>



TMG COLLEGE
AUSTRALIA

Course Packaging

To achieve this qualification, you are required to successfully complete 13 units of competency, 10 Core + 3 Electives.

Core Units

- BSBTEC302 Design and produce spreadsheets
- FNSACC321 Process financial transactions and extract interim reports
- FNSACC322 Administer subsidiary accounts and ledgers
- FNSACC412 Prepare operational budgets
- FNSACC414 Prepare financial statements for non-reporting entities
- FNSACC418 Work effectively in the accounting and bookkeeping industry
- FNSACC421 Prepare financial reports
- FNSACC426 Set up and operate computerised accounting systems
- FNSTPB411 Complete business activity and instalment activity statements
- FNSTPB412 Establish and maintain payroll systems

Elective Units

- FNSACC411 Process business tax requirements
- FNSACC323 Perform financial calculations
- FNSACC411 Process business tax requirements

Note: Elective units may vary depending on the student individual requirements.

**We Specialise in Industry-based Qualifications,
So Contact Us Today for Your FREE Consultation.**

Your Assessment

To achieve this qualification, you (the student) are required to complete the following Assessment Tasks:

Knowledge based questions/activities:

- True/False questions
- Match the correct answer/s
- Multiple Choice questions
- Open and Closed questions
- Research projects

Skill based activities:

- Scenario based roleplays
- Real and/or Simulated Workplace Activities
- Workplace (Industry) Logbook

Work Placement

To help properly prepare you for a real working environment, TMG College Australia has created a simulated work environment.

If you are current working, you may be able to do your work-placement within your own workplace.

Speak to our friendly staff today and find out how we can have you work ready today!

Career Opportunities

Occupational positions may include:

Finance Officer | Registered Business Activity Statement (BAS) agent (licensing applies) | Contract bookkeeper.

Course Investment (Fees)

\$4,990 (Inclusive of Non-Tuition fees)

Your course investment (fee) includes a Non-Refundable enrolment fee of **\$350**, plus all materials/resources required for your course's completion. *Payment options are available, speak to our friendly staff today!*

Education Pathway

After successful completion of this qualification, students are eligible to enter into the Diploma of Accounting.

Australian Certification

On successful completion of this program, you will be issued with an Australian Nationally Recognised Qualification and a Statement of Results. If you are unable to successfully complete the full qualification, you will be issued with a Statement of Attainment (SOA) for the unit/s successfully completed.

