

Certificate IV in Accounting and Bookkeeping

Code

FNS40217

Type

Accredited Course; Free TAFE

Study Mode

On Campus

Duration

18 months

Location

Warragul

Course overview

ATTENTION: As much as we'd love to offer more, we can only offer one Free TAFE course per person. If you've already enrolled and commenced, or enrolled but didn't complete a Free TAFE course at any Victorian TAFE in the past you will NOT be eligible for another and will need to pay tuition and materials fees when you enrol. Reach out to us if you think this is you.

Whether you want to help individuals get on top of their finances or local businesses balance their books, TAFE Gippsland will help. Invest in your future with our Certificate IV in Accounting and Bookkeeping.

You'll learn the skills and knowledge needed for a wide range of financial services roles. After completing our course, you'll be ready for roles such as payroll, bookkeeping, financial administration, and accounts payable. And don't forget: everyone needs a good accountant! Small businesses, large corporations, hospitals, schools, government offices, and more — they all need your new skills, so dream big!

This course is delivered with a combination of online and on campus workshops.

Times

Tuesday and Thursday 9.30am – 12pm

Career opportunities

Local job roles are usually small business but also include organisations such as health care, education, local government. Students with prior employment experience can register with the Tax Practitioner's Board to work as a BAS Agent after completion of the course.

Opportunities for further study

[FNS50217 Diploma of Accounting](#)

Qualifications and Recognition

Upon successful completion of this course students will be eligible to receive the Certificate IV in Accounting and Bookkeeping.

Specialist Course Information

N/A

Placement

Not Applicable

Material and Equipment Supplied by Students

Not Applicable

Entry Requirements

Mandatory entry requirements

Students must attend an information session either face to face or via Zoom prior to enrolment.

There will be multiple sessions will be held at Bairnsdale, Morwell and Warragul in November 2019 and January 2020.

Bookings are essential and are made through the recruitment office call 1300 133 717.

Morwell - Thursday 28/11/2019 10am & 2pm

Warragul - Friday 29/11/2019 10am & 2pm

Warragul - Saturday 30/11/2019 9am & 11am

Bairnsdale - Monday 9/12/2019 2pm & 5pm

Bairnsdale - Tuesday 28/01/2020 2pm & 6pm

Warragul - Tuesday 28/01/2020 6pm

Warragul - Wednesday 29/01/2020 6pm

Morwell - Thursday 30/01/2020 10am & 2pm

Zoom - Thursday 30/01/2020 6pm

Recognition of Prior Learning (RPL)

Many TAFE Gippsland courses offer Recognition of Prior Learning (RPL). To find out more visit the TAFE Gippsland website or contact us to discuss your options.

Course Cost

For an individual quotation of fees payable and material and equipment fees to be supplied by students, please visit your nearest TAFE Gippsland campus.

VET Student Loans

Not Applicable for this course

Student Services

Student Services offers a range of services designed to meet student's social, emotional and educational needs. Contact Student Services on 1300 133 717.

Enquiries

To find out more, visit the TAFE Gippsland website, or contact TAFE Gippsland to express your interest.

Course modules

Course units

BSBITU314 Design and produce spreadsheets

BSBFIA401 Prepare financial reports

BSBITU402 Develop and use complex spreadsheets

BSBSMB412 Introduce cloud computing into business operations

FNSACC311 Process financial transactions and extract interim reports

FNSACC312 Administer subsidiary accounts and ledgers

FNSACC408 Work effectively in the accounting and bookkeeping industry

FNSACC411 Process business tax requirements

FNSACC412 Prepare operational budgets

FNSACC414 Prepare financial statements for non-reporting entities

FNSACC416 Set up and operate a computerised accounting system

FNSTPB402 Establish and maintain payroll systems

FNSTPB401 Complete business activity and instalment activity statements

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National Provider Number 0417

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