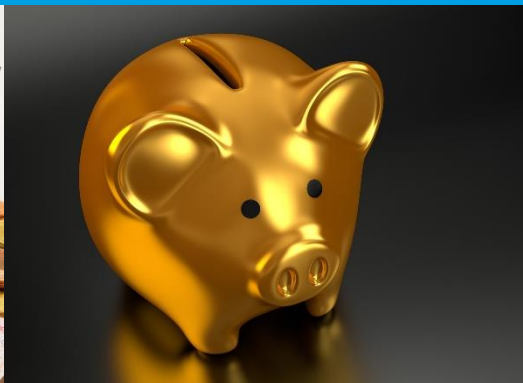


Pre-enrolment Information



FNS40217 Certificate IV in Accounting and Bookkeeping

Training Package Version 1

PRE-ENROLMENT INFORMATION

WHY CHOOSE TAFE?

More courses, more qualifications, more places to learn. Full time, part time, on campus, online, in your workplace or any combination of these.

With more than 980 TAFE qualifications to choose from, delivered by five TAFE colleges at campuses right across Western Australia, there are more opportunities than ever for you to make your name.

From Certificate I to Advanced Diploma level, TAFE specialises in combining theory with practical training in industry relevant learning environments. This ensures you are well equipped with the skills you need to enter the workforce, gain a promotion or undertake further study via one of our university pathways upon completion of your qualification.

For more information about TAFE and Central Regional TAFE, check out our website at www.centralregionaltafe.wa.edu.au

Course Information

Course Title FNS40217 Certificate IV in Accounting and Bookkeeping	
<p>This qualification reflects the job roles of workers in the accounting industry, including BAS Agents and contract bookkeepers; and of those employees performing bookkeeping tasks for organisations in a range of industries. It includes preparing and lodging business and instalment activity statements, and providing advice or dealing with the Commissioner on behalf of a taxpayer in relation to activity statements. Individuals in these roles apply theoretical and specialist knowledge and skills to work autonomously, and exercise judgement in completing routine and non-routine activities.</p>	
Packaging Information	<p>Total number of units = 13</p> <p>8 core units plus</p> <p>5 elective units</p>
Duration	Semester
Location	Geraldton

Unit of competency (National code and title)	Core or Elective	Pre-requisite	Amount of training (For the standard learner, suggested hours may change based on needs of individual learners)
FNSACC311 Process Financial Transactions and extract interim reports FNSACC312 Administer subsidiary accounts and ledgers FNSACC313 Perform financial calculations	Core Core Elective	Nil	<ul style="list-style-type: none"> 5.5 Hours x 2 Sessions per week delivery for 7 weeks Total 77 Hours of Delivery Practical application of knowledge and skills in the workplace 38.5 hours (5.5 Hours x 1 Sessions per week delivery for 7 weeks) Digi Pics Simulated Business Prescribed Learning 3 Hours in own time Assessment Preparation 1.5 Hours in own time
BSBITU402 Develop and use complex spreadsheets	Elective	Nil	<ul style="list-style-type: none"> 3.5 x 2 sessions x 4 weeks delivery Total 28 Hours of Delivery Practical application of knowledge and skills in the workplace 6 Hours per week Digi Pics Simulated Business Prescribed learning 25 Hours Assessment Preparation 2 Hours

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about myCourse

<p>FNSACC414 Prepare financial statements for non-reporting entities</p> <p>BSBFIA401 Prepare Financial reports</p>	<p>Elective Core</p>	<p>Nil</p>	<ul style="list-style-type: none"> • 3.5 Hours x 2 Sessions per week delivery for 4 weeks Total 27 Hours of Delivery • Practical application of knowledge and skills in the workplace 15 hours (5 Hours x 1 Sessions per week delivery for 3 weeks) Digi Pics Simulated Business • Prescribed Learning 27 Hours in own time • Assessment Preparation 5 Hours in own time
<p>BSBSMB412 Introduce cloud computing into business operations</p>	<p>Core</p>	<p>Nil</p>	<ul style="list-style-type: none"> • 3.5 Hours x 2 Sessions per week delivery for 2 weeks Total 14 Hours of Delivery • Practical application of knowledge and skills in the workplace 10 hours (5 Hours x 1 Sessions per week delivery for 2 weeks) Digi Pics Simulated Business • Prescribed Learning 4 Hours in own time • Assessment Preparation 3 Hours in own time
<p>FNSACC412 Prepare operational budgets</p>	<p>Elective</p>	<p>Nil</p>	<ul style="list-style-type: none"> • 4 Hours x 1 Sessions per week delivery for 4 weeks Total 16 Hours of Delivery • Prescribed Learning 12 Hours in own time • Assessment Preparation 3 Hours in own time
<p>FNSACC408 Work effectively in the accounting and bookkeeping industry</p>	<p>Core</p>	<p>Nil</p>	<ul style="list-style-type: none"> • 4 Hours x 1 Sessions per week delivery for 5 weeks Total 20 Hours of Delivery • Prescribed Learning 5 Hours in own time • Assessment Preparation 2 Hours in own time
<p>FNSTPB401 Complete business activity and instalment activity statements</p>	<p>Core</p>	<p>Nil</p>	<ul style="list-style-type: none"> • 5.5 Hours x 1 Sessions per week delivery for 8 weeks Total 44 Hours of Delivery • Practical application of knowledge and skills in the workplace 10.5 hours (3.5 Hours x 1 Sessions per week delivery for 3 weeks) Digi Pics Simulated Business • Prescribed Learning 5 Hours in own time • Assessment Preparation 2 Hours in own time
<p>FNSACC416 Set up and operate a computerised accounting system</p>	<p>Core</p>	<p>Nil</p>	<ul style="list-style-type: none"> • 3.5 Hours x 2 Sessions per week delivery for 3 weeks Total 21 Hours of Delivery • Practical application of knowledge and skills in the workplace 15 hours (5 Hours x 1 Sessions per week delivery for 3 weeks) Digi Pics Simulated Business • Prescribed Learning 13 Hours in own time • Assessment Preparation 3 Hours in own time
<p>FNSTPB402 Establish and maintain a payroll system</p>	<p>Core</p>	<p>Nil</p>	<ul style="list-style-type: none"> • 3.5 Hours x 2 Sessions per week delivery for 3 weeks Total 21 Hours of Delivery • Practical application of knowledge and skills in the workplace 21 hours (3 Hours x 1 Sessions per week delivery for 2 weeks) Digi Pics Simulated Business • Prescribed Learning 6 Hours in own time • Assessment Preparation 2 Hours in own time

PRE-ENROLMENT INFORMATION

about myCourse

BSBSMB402 Plan small business finances	Elective	Nil	<ul style="list-style-type: none">• 3.5 x 4 sessions x 4 weeks delivery Total 28 Hours of Delivery• Practical application of knowledge and skills in the workplace 6 Hours per week Digi Pics Simulated Business• Prescribed learning 25 Hours• Assessment Preparation 2 Hours
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Entry Requirements

Search for your course on our website at www.centralregionaltafe.wa.edu.au and you can find detail on the entry requirements for this course.

Career Pathways

Your course provides you with skills and knowledge to enter the workforce in varied job roles as well as further education. Details can be found on our website at www.centralregionaltafe.wa.edu.au

Course Costs

You will find detailed information about your course costs and how the costs are compiled on the Central Regional TAFE website here :

<http://www.centralregionaltafe.wa.edu.au/futurestudents/feespaymentoptions>

Alternatively, check the drop down box for FEES on your course page on the website which will also have details about the course fees.

Textbooks and Learning Materials

Our physical and online library has a wide range of written and electronic resources useful to your course. You can find our online library on the Central Regional TAFE website at :

<http://www.centralregionaltafe.wa.edu.au/currentstudents/librarybookshop>

For on campus students your learning materials for each unit will be provided to you as you progress through the semester and the price is incorporated in your enrolment fees. If you are enrolled off campus other information about your learning materials and purchases will be provided with your enrolment.

FNSACC311 Process Financial Transactions and extract interim reports	Introductory Accounting by Andrew Duncan
FNSACC312 Administer subsidiary accounts and ledgers	Introductory Accounting by Andrew Duncan
FNSACC313 Perform financial calculations	Introductory Accounting by Andrew Duncan
BSBSMB402 Plan small business finances	Workbook
BSBITU402 Develop and use complex spreadsheets	Class notes
FNSACC414 Prepare financial statements for non-reporting entities	FNSACC414 Prepare financial statements for non-reporting entities – Office link
BSBFIA401 Prepare Financial reports	BSBFIA401 Prepare Financial reports – Office link

PRE-ENROLMENT INFORMATION

about myCourse

FNSACC412 Prepare operational budgets	FNSACC412 Prepare operational budgets - Office Link
FNSTPB401 Complete business activity and instalment activity statements	FNSTPB401 Complete business activity and instalment activity statements - Office Link
FNSACC416 Set up and operate a computerised accounting system	FNSACC416 Set up and operate a computerised accounting system - Office Link
FNSTPB402 Establish and maintain a payroll system	Payroll Accounting By Greg Pazmandy
FNSACC408 Work effectively in the accounting and bookkeeping industry	FNSACC408 Work effectively in the accounting and bookkeeping industry - Office Link
BSBSMB412 Introduce cloud computing into business operations	BSBSMB412 Introduce cloud computing into business operations - Office Link

USB

Hand held calculator

STUDY OPTIONS

Central Regional TAFE aims to provide varied options for study to suit your needs. Not all courses are available at all campuses in the same way.

The following options are available in this course at this campus. For additional information about flexible study options at all of our campuses please check the courses pages on the Central Regional TAFE website.

- Face to face – per semester

YOUR TIMETABLE

Geraldton Campus students can locate their Timetables from the myPortal page on the Central Regional TAFE website. You can also subscribe to your timetable so that you can view in your own Calendar. Details on how to subscribe to your Calendar can be found on the myTimetable link in the Student Port