Certificate IV in Accounting
FNS40615

GIVING YOU THE SPECIALIST ACCOUNTING SKILLS TO SUPPORT YOUR BUSINESS
About This Course

The Certificate IV in Accounting qualification delivers learning outcomes in manual double entry bookkeeping and computerised accounting (using MYOB). It covers all key accounting functions such as processing journals, budget preparation, payroll, preparing financial statements and preparing a BAS. This qualification will start your accountancy career.

The Certificate IV in Accounting will take your accounts payable and accounts receivable skills to the next level. You will learn how to process financial transactions and extract interim reports and prepare profit and loss statements as well as balance sheets. Preparing a BAS and using accounting packages are also key parts of this qualification. On top of that, our Accounting qualifications are supported by permanent Student Advisers who have the extensive background in accounting necessary to provide effective assistance and tutoring where needed. Our accounting experts are also responsible for writing high quality, user friendly accounting workbooks and assessments making this online course a positive experience.

Subject Choices

- Petty Cash
- Financial Accounts
- Creating Business Documents
- Journals and Ledgers
- Financial Statements
- Business Tax
- Maintaining an Accounting System
- AccountRight Payroll
- Prepare Operational Budgets
- Accounting Business Operations
- More electives available
Key Course Facts

**Start Date:**
Start immediately

**Duration:**
Complete within 12 months

**Delivery Options:**
On-line/Correspondence

**Group Training:**
Workshops available

**Course Fees:** $4,400  
All materials provided at no extra cost

The course fees may vary if you are a trainee or if the state that you reside in has a subsidised training opportunity. Refer to the tables below.

**New Entrant Traineeship Fees for this Qualification:**

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* NSW fees depend on previous qualification levels
** Subject to eligibility and availability at the time of enrolment
Entry Requirements

Reading and Writing Skills
The Certificate IV in Accounting is an on-line correspondence course so you need to have average English reading and writing skills, or higher. As a guide - you should have completed Year 12 schooling, or have sound workplace written communication skills.

Spoken English Skills
To ensure successful completion of this course you must have sufficient English speaking skills to be able to communicate with your Student Adviser over the phone.

Numeracy Skills
Numeracy skills are required at an average level or higher eg completion of Year 12 maths and the ability to use a calculator and include understanding of fractions and percentages and knowing when and how to perform multistep calculations.

Computer and Internet
- Access to a Desktop Computer or Laptop
- Internet access with Internet Explorer 8+, Chrome or Firefox
- Microsoft Office 2010 Word and Subject specific Office products for chosen electives (ie Excel, Powerpoint, Publisher)

Other
- Ability to study and conduct assessments in a safe environment
Subject Descriptions

**Core Subjects:**

**Petty Cash**
Learn how to carry out key financial functions such as calculating GST, interest and depreciation. You will also get to practice finding errors, and as a result understand how to avoid them. Setting up and maintaining a petty cash system is also covered in this very practical module.

Unit(s):
FNSACC303 - Perform financial calculations

**Financial Accounts**
Accounts administration tasks addressed in this subject include accepting and banking cash payments, receipting cheques, processing card transactions, and applying discounts and billing adjustments. Goods and Services Tax is a key topic, as is reconciling customer account balances.

Unit(s):
FNSACM301 - Administer financial accounts
FNSACM302 - Prepare, match and process receipts

**Creating Business Documents**
Learn the word processing skills needed to create key financial documents such as invoices, accounts receivable follow ups and client letters. You will develop style guides, apply basic formatting, learn how to manipulate text, use tables and carry out mail merges.

Unit(s):
BSBITU306 - Design and produce business documents

**Journals and Ledgers**
Entering financial information into journals and updating the general ledger is a very important concept to understand. This module is an introduction to double entry accounting and focuses on how to apply a debit and credit, balance your ledgers and prepare a trial balance.

Unit(s):
FNSACC301 - Process financial transactions and extract interim reports

**Financial Statements**
Upon completion of this very practical module, you will be able to prepare profit and loss statements and balance sheets in line with reporting obligations and regulations. You will be given step by step guidance on how to record end of period of adjustments, apply depreciation, close journal entries and produce trial balances.

Unit(s):
Business Tax
This subject provides an overview of Australia’s taxation system and covers important concepts such as the Tax File Number System, Pay as You Go (PAYG), GST, payroll tax, fringe benefits tax and capital gains tax. The practical component will provide you with lots of experience in completing several Business Activity Statements for a range of different types of businesses.

Unit(s):
FNSBKG404 - Carry out business activity and instalment activity statement tasks
FNSACC411 - Process business tax requirements

Maintaining an Accounting System
To gain first-hand experience of a computerised accounting system, you will be provided with access to MYOB software where you will learn basic functions such as processing invoices, maintaining customer and supplier information and generating financial reports. You will also be required to create a chart of accounts, keep track of inventory and maintain subsidiary ledgers. The module contains tips and shortcuts that will help you to increase your efficiency overall.

Unit(s):
FNSACC406 - Set up and operate a computerised accounting system
FNSACC302 - Administer subsidiary accounts and ledgers

AccountRight Payroll
Processing and maintaining payroll requires a thorough understanding of the vast array of legislation that underpins the process itself. In this module, you will not only will learn how to calculate minimum rates of pay, penalty rate loadings, overtime, sick and annual leave, but you will also get to set up, maintain and process pays through a payroll system using MYOB.

Unit(s):
FNSBKG405 - Establish and maintain a payroll system

Prepare Operational Budgets
A key skill in preparing an operational budget is to confirm that budget objectives are consistent with organisational goals and forecasts. In this module you will learn how to budget cash flow, income and expenditure for different types of organisations. You will also be able to present this data in a format that is easily understood and appropriate to budget reporting.

Unit(s):
FNSACC402 - Prepare operational budgets

Accounting Business Operations
This subject covers the skills and knowledge needed to work effectively in the accounting and bookkeeping industry. It covers the various roles and responsibilities within the industry and the expectation in relation to ethical practices. It is an aid for decision making in terms of budgeting and cost benefit analysis for the introduction of new technology such as cloud accounting as well how you can promote your product, get the most out of feedback and your requirement to maintain your professional development.

Unit(s):
BSBSMB412 - Introduce cloud computing into business operations
FNSACC408 - Work effectively in the accounting and bookkeeping industry
Professional Conduct in Finance

To build a successful career in the financial services industry you need a range of skills and knowledge. This subject covers skills to work effectively in a team, manage your time, apply specific legislation that affects your role, to identifying how your organisation can be more sustainable. You will develop your own professional development plan to ensure that you continue to progress in your chosen field in financial services.

Unit(s):
FNSINC401 - Apply principles of professional practice to work in the financial services industry
Quality Training Provider
ACCW was one of the first private training Colleges to be given official RTO registration status. 21 years later we have helped over 2,000 employers and 25,000 students achieve their career goals and have been recognised as a state finalist on the NSW Training Awards.
We have a history of satisfied students and clients and repeat business. Our testimonials on our website are genuine and the type of feedback we receive daily. We are so confident that you will be pleased with the College service, that we guarantee it.

Speedy Paper-less Enrolment
Enrolment Applications are accepted 24/7 online. Be fully enrolled in your course in 7 minutes! For customised or employment based courses and traineeships contact us and we will send you a customised enrolment page by email.

Start Anytime - Immediate Enrolment
Within 30 minutes of being enrolled, your personal log-on details are emailed to you. This gives you access to course materials to commence your studies (via our on-line system WebClass).

Industry Expert Student Adviser
You will be allocated your own industry experienced Student Adviser. While they will personally manage your program; you will also benefit from the College team around them to provide expert assistance in all subject areas.

Prompt Results and Feedback
All assessments are promptly returned (via Webclass) with detailed feedback and encouragement. Our goal is to have them back to you in 2 weeks or less. In the meantime you can progress to your next subject.

Personal Contact for the Right Start
When you enrol your College Student Adviser will phone to welcome you to the course. Your Student Adviser will ensure that you understand the best way to progress in your course. They will also assist you with any questions you may have.
They will be in regular touch with you at the start of your course to offer motivation, support and guidance.
For employment based enrolments they will also make contact with supervisors during this time to address any questions they may have.

Pro-active Learner Support
The support won’t stop! Contact from your College Student Adviser will continue every month, based on the level of help you need.
Of course, at any time you can call us to get help. Get immediate assistance over the phone and by email. If immediate assistance is unavailable for any reason, we will make sure a qualified Student Adviser is in contact with you no later than the next business day.

Quality Course Materials
Our step by step course materials have been written by industry experts specifically for the College. They will give you all of the relevant learner information you need to succeed in your course.
The resources simplify industry jargon and concepts, give you industry insight and understanding, and focus on current real world business practices.

Employer Progress Updates
For employment based enrolments all supervisors will be emailed a monthly progress report showing the status of all learners. We understand that its essential to keep you up to date.