



**Australian
College**
of Commerce & Management

Certificate IV in Accounting and Bookkeeping

FNS40222

Delivering the specialist Accounting
and Bookkeeping skills your
business demands



The  difference

- ✓ **Maximum Flexibility** - No set study times or off-site training.
- ✓ **All Materials Online** - designed to suit a wide range of learning styles.
- ✓ **Available 24/7** - via computer, tablet or mobile phone.
- ✓ **Proactive Student Advisers** - helping to drive progress.
- ✓ **Coaching and Ongoing Support** - it is part of our service.



Call ACCM today

1300 515 321

Foundation Skills

Financial calculations and reconciliations
Working in the accounting industry
Using online accounting systems
Utilising spreadsheets effectively

Specialty Skills

Using MYOB or XERO applications
Administering accounts and ledgers
Business Activity Statements (BAS)
Budgeting and payroll skills
Financial statement and reports

30 YEARS
of meeting employers' needs

✉ courses@accm.edu.au

🌐 www.accm.edu.au

RTO ID: 1441

CERTIFICATE IV IN ACCOUNTING AND BOOKKEEPING

FNS40222

COURSE DESCRIPTION:

This qualification is designed for staff entering the accounting industry and looks at the tasks of issuing invoices, paying business bills, accepting and processing payments into an accounts software package and bank reconciliation. Students will select either the MYOB or XERO pathway to study throughout their program (only one application may be selected).

* Please note the free trial versions of MYOB or XERO must be downloaded and installed for use.

SUBJECT TITLE	UNIT TITLE	UNIT CODE	DURATION (weeks)
Perform Financial Calculations	• Perform financial calculations	FNSACC323	5
Authorising Business Bills with MYOB/XERO	• Authorise valid expense payments	FNSACM411	6
Practical Spreadsheets	• Design and produce spreadsheets	BSBTEC302	4
Business Tax Obligations	• Complete business activity & instalment activity statements • Process business tax requirements	FNSTPB411 FNSACC411	8
Accounting - Step by Step	• Process financial transactions and extract interim reports	FNSACC321	10
Set Up and Maintain a MYOB/XERO Accounting System	• Set up and operate computerised accounting systems • Administer subsidiary accounts and ledgers	FNSACC426 FNSACC322	6
Operating in the Accounting Industry	• Work effectively in the accounting and bookkeeping industry	FNSACC418	4
Budgeting	• Prepare operational budgets	FNSACC412	5
Payroll - MYOB/XERO	• Establish and maintain payroll systems	FNSTPB412	6
Financial Statements and Reports	• Prepare financial reports • Prepare financial statements for non-reporting entities	FNSACC421 FNSACC414	6

If you would like to discuss additional electives, please contact us.

FEES - FNS40222 CERTIFICATE IV IN ACCOUNTING AND BOOKKEEPING

STATE / TERRITORY	NEW ENTRANT TRAINEESHIPS	EXISTING WORKER TRAINEESHIPS	FULL FEE / EMPLOYER SPONSORED
New South Wales	\$0	\$3750	\$3750
Australian Capital Territory	\$350	\$350	\$3750
South Australia	\$800	\$800	\$3750
Tasmania	\$3750	\$3750	\$3750
QLD, WA, NT, VIC	\$3750	\$3750	\$3750

STATE SUBSIDY DECLARATIONS, AS APPLICABLE

New South Wales (NSW)

This training is subsidised by the NSW Government.

Tasmania (TAS)

Supported by the Tasmanian Government

Australian Capital Territory (ACT)

Australian Apprenticeships in the ACT are funded by the ACT and Australian Governments

South Australia (SA)



Supported by
**Government of
South Australia**

Visit www.skills.sa.gov.au for Participant Eligibility Criteria



NATIONALLY RECOGNISED
TRAINING