

# Certificate IV in Accounting & Bookkeeping FNS40217

# Your accounting career starts here!

## You'll get all the practical knowledge and skills you need to perform accounting and bookkeeping tasks in the workplace.

This accounting and bookkeeping course is ideal for those already working in the field, or those in administration or office management roles who wish to advance their careers or start their own business as a bookkeeper or registered BAS agent.

You'll get all the practical knowledge and skills you need to perform accounting and bookkeeping tasks in the workplace.

Delivered online, it offers full flexibility to complete the qualification when it suits you.

**CODE:**

FNS40217

**DELIVERY METHOD:**

Online, 13 Units of study

**QUALIFICATION LEVEL:**

Certificate

**COST:**

\$2495

**ENTRY REQUIREMENTS:**

Nil

**DURATION:**

12 Months

**NATIONALLY RECOGNISED:**

Yes

**ASSESSMENTS:**

- Q&A
- Role Plays
- On the job practical experience
- Workbook
- Case studies
- Online tests

**FURTHER STUDY PATHWAYS:**

Diploma of Accounting FNS50217

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## UNITS OF STUDY

The Certificate IV in Accounting & Bookkeeping includes 13 units of study covering key accounting bookkeeping competencies.

<b>BSBFIA401</b>	Prepare financial reports
<b>BSBITU402</b>	Develop and use complex spreadsheets
<b>BSBSMB412</b>	Introduce cloud computing into business operations
<b>FNSACC311</b>	Process financial transactions and extract interim reports
<b>FNSACC312</b>	Administer subsidiary accounts and ledgers
<b>FNSACC313</b>	Perform financial calculations
<b>FNSACC405</b>	Maintain inventory records
<b>FNSACC408</b>	Work effectively in the accounting and bookkeeping industry
<b>FNSACC412</b>	Prepare operational budgets
<b>FNSACC414</b>	Prepare financial statements for non-reporting entities
<b>FNSACC416</b>	Set up and operate a computerized accounting system
<b>FNSTPB401</b>	Complete business activity and instalment activity statements
<b>FNSTPB402</b>	Establish and maintain payroll systems

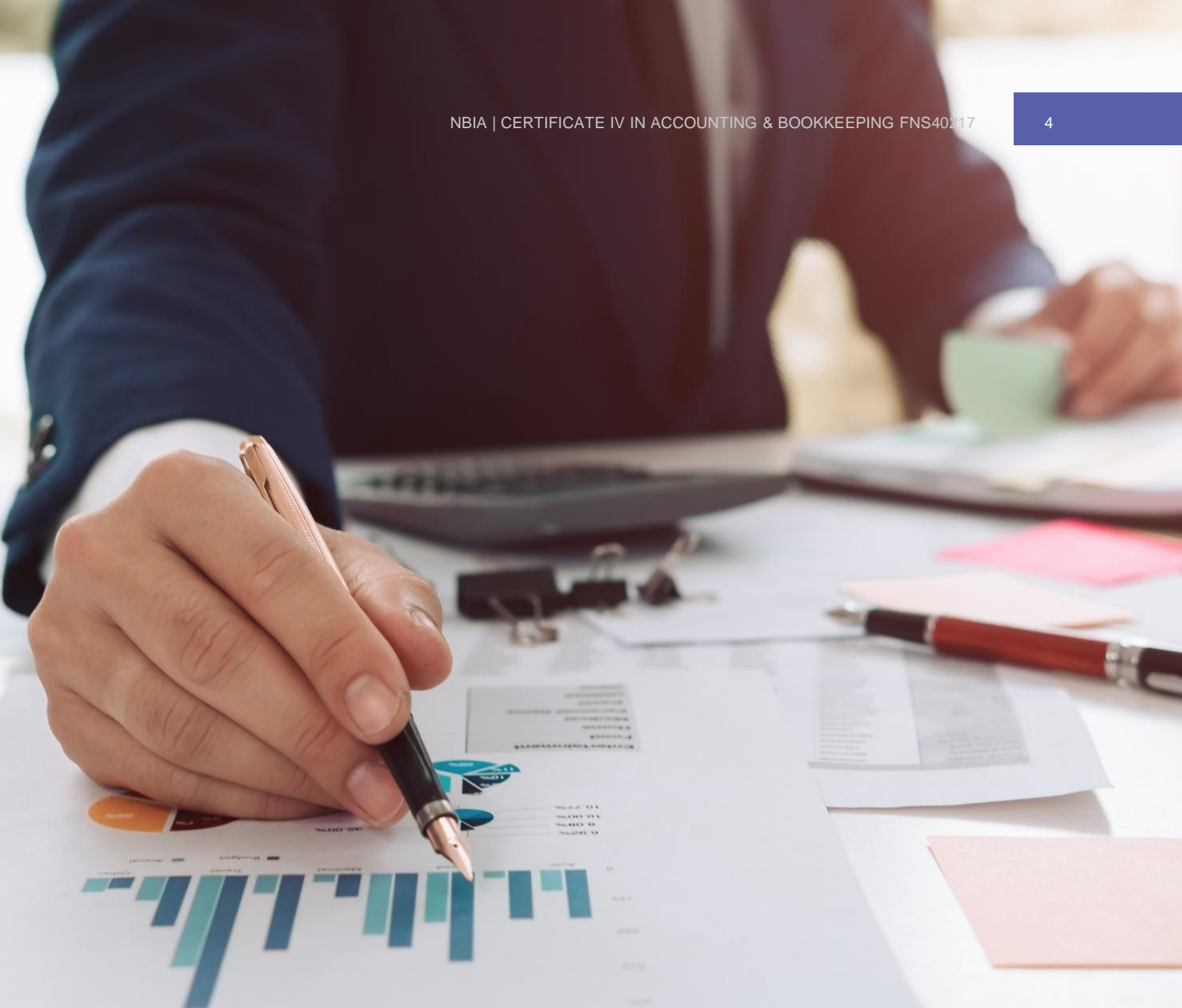
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## STUDENT SUPPORT

We treat every student with respect and offer outstanding support regardless of the question or situation. Studying online does not mean you're alone.

NBIA is proud to offer:

- A dedicated student services support team
- Accessible, expert trainers and assessors
- A specific student support phone line open from 8am-5pm AEST.
- A 24x7 online support system for lodging callbacks and requests for answers



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## WHAT YOU NEED TO KNOW

### How is the course delivered?

The course is delivered entirely online; you have access to materials and course content soon after enrolment. You can study at your own pace, from anywhere – full flexibility to ensure your success.

### What is the duration of the course?

The course is designed to be completed within 12 months. However, depending on other commitments, some students may take longer to finish whilst others may complete it sooner.

### Are there any entry requirements?

There are no formal entry requirements for this course. However good English language proficiency, both written and oral, is required.

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## WHAT YOU NEED TO KNOW

### Is there any recognition of prior learning or credit transfer?

The NBIA assessment system includes the evaluation and recognition of existing skills. We appreciate that some students come to a course with prior knowledge or qualifications and are simply looking to 'top up' their competence rather than complete the entire skillset again. Our Recognition of Prior Learning (RPL) and/or Credit Transfer (CT) process assesses an individual's non-formal and informal learning to determine the extent to which that individual has achieved the required learning or competency outcomes.

All students can apply for RPL. For more information on RPL and any associated fees, please speak with one of our enrolments officers.

### What learning materials are included?

Once you have successfully enrolled in the course you will have access to the following resources for each unit of study: Video tutorials covering key concepts; digital training manuals; reference documents such as case studies, exercises, examples and additional reading.

### What will I need to provide myself?

Each student requires access to a computer and a reliable internet connection. You will also require Microsoft Office programs such as Word, Excel and Powerpoint.

### How can I pay for the course?

We want everyone to access education so we make it as affordable and accessible as possible. For this reason, we offer interest-free payment plans so you can get started sooner. You may choose one of the following three options:

- Payment plan - Payment plans are available. All payment plans start with an initial payment of \$1500 upfront, which is a non-refundable payment, followed by equal monthly payments based on payment plan duration.
- Finance option / student loan - interest free loans available from 12 to 36 months.\*  
(Only available on courses over \$1500; loan is with NBIA's strategic finance partner)
- Pay in full – all short courses (fees less than \$1500) are payable in full at time of enrolment. Employers who are funding courses for employees may pay in full for courses with fees over \$1500.

## READY TO ENROL?

Follow this simple process to get started today!



# 1

Click the button below and fill out the enrolment form with your details and payment option.



# 2

Watch your inbox for full details on how to set up for online studying success.



# 3

Start Unit 1 of your course!



03 9584 0900



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