

Certificate IV in Accounting & Bookkeeping FNS40222

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:**

FNS40222

DELIVERY METHOD:

Online, 13 Units of study

QUALIFICATION LEVEL:

Certificate

COST:

\$2495

ENTRY REQUIREMENTS:

Nil

DURATION:

12 Months (option to extend)

NATIONALLY RECOGNISED:

Yes

ASSESSMENTS:

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

FURTHER STUDY PATHWAYS:

Diploma of Accounting FNS50222

UNITS OF STUDY

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

FNSACC323 Perform Financial Calculations

FNSACC405 Maintain Inventory Records

BSBTEC404 Use Digital Technologies to Collaborate in a Work Environment

FNSACC321 Process Financial Transaction and Extract Interim Reports

FNSACC322 Administer Subsidiary Accounts and Ledgers

FNSACC418 Work Effectively in the Accounting and Bookkeeping Industry

FNSACC421 Prepare Financial Reports

FNSACC426 Set up and Operate a Computerised Accounting System

FNSTPB411 Complete Business Activity and Instalment Activity Statements

FNSTPB412 Establish and Maintain Payroll Systems

BSBTEC302 Design and Produce Spreadsheets

FNSACC412 Prepare Operational Budgets

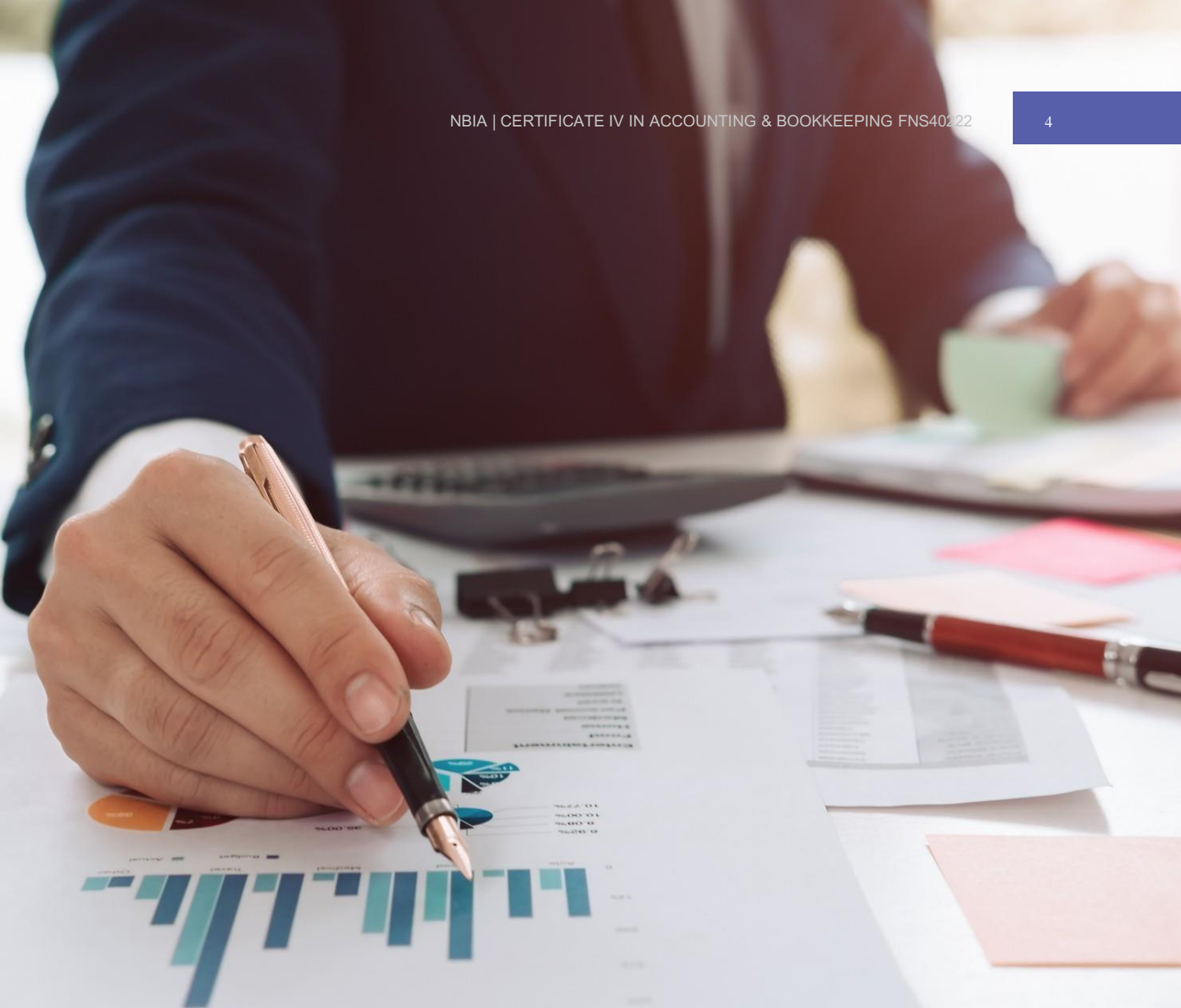
FNSACC414 Prepare Financial Statements for Non-Reporting Entities

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 9am-5pm AEST (03 9584 0900).



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.

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:

- **Interest Free Payment Plan** - Interest Free Payment plans are available to students completing a course with a duration of at least 12 months. An initial payment of \$1500 is required upfront and is non-refundable. The remaining payments will be deducted from your bank account once per month, for the remainder of the course duration, in equal instalments.

- **Credit Card Payments** - Students can pay in full for their course using a valid credit card. Please note: All short courses, with fees less than \$1500, are payable in full on enrolment. (Credit card fees may apply.)

- **Bank Transfer / EFT** - Students can complete a bank transfer to pay for their course in full. The NBIA bank details are on the Tax Invoice. Include your full name and course in the description. Please email info@nbia.edu.au with a screenshot of the completed bank transfer for faster processing of your enrolment.

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!



Suite 1, Level 2, 27 Grange Road,
Cheltenham VIC 3192



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www.nbia.edu.au

[Register Online](#)