



# Certificate IV in Accounting and Bookkeeping

State ID: BDQ3

## About this course

### A career you can count on

This course provides an insight into the issues and processes of accounting for an organisation and prepares you for work as a **payroll clerk** or **bookkeeper**. You'll learn to **record and create summaries of financial transactions** of an organisation for management purposes.

This course also prepares you for entry into the Diploma of Accounting.

Keen to get started? We offer this course **on campus** and **online**.

### Gain these skills

- Process financial transactions and extract interim reports
- Establish and maintain a payroll system
- Prepare financial reports, statements and operational budgets
- Set up and operate a computerised accounting system

### Is this course right for me?

I have the following attributes:

- Strong organisational and record keeping skills
- Good maths and analytical skills
- Methodical and logical
- Focussed with good attention to detail

## Details

## Semester 1, 2020

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### Perth (Northbridge) - On Campus



Duration: **1 Semester/s**



When: **Semester 1, 2020**



How: **On campus**

## Units

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### Core

National ID	Unit Title
BSBFIA401	Prepare financial reports
FNSACC311	Process financial transactions and extract interim reports
FNSACC312	Administer subsidiary accounts and ledgers
FNSACC408	Work effectively in the accounting and bookkeeping industry
FNSACC416	Set up and operate a computerised accounting system
FNSTPB401	Complete business activity and instalment activity statements
FNSTPB402	Establish and maintain payroll systems
BSBSMB412	Introduce cloud computing into business operations

### Elective

National ID	Unit Title
BSBITU306	Design and produce business documents
BSBITU314	Design and produce spreadsheets
BSBWRT301	Write simple documents
FNSACC313	Perform financial calculations
FNSACC412	Prepare operational budgets

## Entrance requirements

School Leaver	Non-School Leaver	AQF
C Grades in Year 11 WACE General English, and OLNA; or NAPLAN 9 Band 8	C Grades in Year 11 English and Maths or equivalent	Certificate II or Certificate III

## Further study

North Metropolitan TAFE offers you a range of further study opportunities, see below for a list of related courses.

## Job opportunities



[Accounting Clerk](#) | [Accounts Clerk](#) | [Accounts Payable Clerk](#) | [Accounts Officer](#) | [Accounts Receivable Clerk](#) | [Audit Clerk](#) | [Payroll Clerk](#) | [Payroll Officer](#) | [Bookkeeper](#) | [Financial Administration Officer](#)

Please note this list should be used as a guide only as job titles and qualification requirements may vary between organisations.

## Important information

Other costs for consideration:

- Text Books
- Stationery

Typical timetable:

- 4 days per week

**Please note part-time study classes are run during the day only.**

## Fees and charges

View our [Indicative Fees list](#)

### Local full time students

Course fees are made up of two components, tuition fees and resource fees.

**Tuition fees** are determined by multiplying the course fee rate by the nominal hours, which is the number of hours in which an average student could be expected to complete each unit. They are not the hours of training or instruction.

**Resource fees** are charges for material that are essential to a course or unit, and are purchased by NMT to be used by students during the course.

Fees may vary depending on the units you are enrolled in so an approximate amount has been shown. You will be given the exact amount of your fees at enrolment. Part time student fees will vary depending on the number of units you are enrolled in.



**North  
Metropolitan**

*We're working for  
Western Australia.*

Please note, you may also need to buy textbooks or equipment for your course.

### **International Students**

Check [TAFE International WA](#) to confirm this course is available to international students. You will pay your tuition fees to TIWA.

**Please note, fees are subject to change.**



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