



INTERNATIONAL  
INSTITUTE OF  
TECHNOLOGY

RTO 21421

For more information  
about courses and how  
to apply, please contact  
IIT:

Sales: 1300 88 33 46

Fax: (03) 8677 6911

Email:

education@iit.edu.au

[www.iit.edu.au](http://www.iit.edu.au)



# FNS40217 Certificate IV in Accounting and Bookkeeping

Gaining entry into the financial services field has never been easier than with IIT's nationally recognised qualification FNS40217 Certificate IV in Accounting and Bookkeeping. Completing this course enables you to work in many different Accounting Support Roles including Financial & Insurance Clerk, Accounts Receivable & Payable Clerk, Payroll Clerk, General Clerical Assistance or Trainee Accountant.

This Course covers the following FIVE topics:

## Introduction to the Accounting Profession

Introduces the concept of accounting and its history. Provides students with an overview of how accounting is organised within Australia. Outlines Accounting Skills, Applying Principles of Professional Practice, use of technology, communication and health and safety practices within the accounting workplace/environment.

## Accounting, Business and Financial Terminology & Accounting Systems

Provides students with an overview of the accountant's role, concepts, business organisations, and accounting reports such as Statement of Case Flows, Balance Sheets and Profit Statements. Students will also explore Administration of Financial Accounts, Accounting Systems and Purchases and Payment Cycles.

## Introduction to Financial Accounting & Financial Analysis

Provides students with an overview of Accounting Methods, Source Documents, Maintaining Financial Records, Financial Reports, Control Accounts, Monitoring Cash Control, Preparing and Processing Petty Cash Documents, Financial Ratio Analysis and General Limitations of Financial Ratio Analysis.

## Accrual System of Accounting

Provides students with an overview of Details of Source Documents, Contra Entries, Adjusting Entries, Provisions (Allowances), Bad Debt, Managing Debt Recovery, Stock of Assets Used as Expenses, Depreciation, Charts of Accounts and Credit/Debit Card Payments.

## Payroll, Small Business & GST Issues

Provides students with an overview of payroll processes, using software, employee entitlements, GST Attribution, Cash Accounting Requirements, Tax Invoices, Business Activity Statement (BAS) and Introduction to the Pay As you Go (PAYG) System.

## Course Overview

This course is ideal for adults of all ages seeking to enter the Accounting Industry or for those wanting to take their career to the next level in the most flexible and affordable manner.

Entry Requirements	There are no entry or eligibility requirements for this course
Course Duration	The duration of the course timeframe will vary depending on each individual student and their prior experience and knowledge. 794 hours and a maximum of 12 months is the recommended timeframe for students new to the industry.
Assessments	True/False Questions (TF), Multiple Choice Questions (MC), Short Answer Questions (SA), an Accounting Software Assessment, Case study, Role-Play, & Oral assessment.

Exemptions and Recognitions or Prior Learning (RPL)	If you have completed previous studies in the course area, you may be eligible for some credits towards the course by way of course exemptions. For more information on course exemptions and recognition of prior learning, visit <a href="http://www.iit.edu.au/about/">http://www.iit.edu.au/about/</a>
Distance Education	Distance or self-paced learning allows you to start a course when it suits you best. Moreover, it provides you with the flexibility to continue with your other commitments in life, such as work, parenthood and your social life. BEST OF ALL, it gives you access to our Distance Education Team who can discuss concepts, conduct skill-based role plays and provide feedback on any assessments submitted.
Qualification Pathway	This course has national recognition. We recommend you progress into the FNS50217 Diploma of Accounting
Related Courses	FNS50217 Diploma of Accounting FNS60217 Advanced Diploma of Accounting FNS50615 Diploma of Financial Planning

### Units of Competency Covered

To be awarded the FNS40217 Certificate IV in Accounting and Bookkeeping, the following units of competency must be successfully achieved:

BSBFIA401	Prepare Financial Reports
BSBITU306	Design and Produce Business Documents
BSBSMB412	Introduce Cloud Computing into Business Operations
FNSINC401	Apply Principles of Professional Practice to Work in the Financial Services Industry
FNSACC311	Process Financial Transactions and Extract Interim Reports
FNSACC312	Administer Subsidiary Accounts and Ledgers
FNSACC412	Prepare Operational Budgets
FNSACC413	Make Decisions in a Legal Context
FNSACC414	Prepare Financial Statements for Non-Reporting Entities
FNSACC416	Set up and Operate a Computerised Accounting System
FNSACC408	Work Effectively in the Accounting and Bookkeeping Industry
FNSTPB401	Complete Business Activity and Installment Activity Statement Tasks
FNSTPB402	Establish and Maintain a Payroll System

*IIT cannot guarantee completion as this is dependant on successful achievement of competencies or cannot guarantee employment outcome as IIT have no part in the recruitment of external entities.*



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