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INTERNATIONAL  
INSTITUTE OF  
TECHNOLOGY

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RT0 21421

**FNS40222**  
**CERTIFICATE IV IN**  
**ACCOUNTING AND**  
**BOOKKEEPING**

***MORE INFORMATION  
ABOUT COURSES AND  
HOW TO APPLY:***

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**www.iit.edu.au**



**NATIONALLY RECOGNISED  
TRAINING**

# FNS40222 Certificate IV in Accounting and Bookkeeping

*Gaining entry into the financial services field has never been easier than with IITs nationally recognised qualification FNS40222 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:**

## 1. 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.

## 2. 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 Cash Flows, Balance Sheets and Profit Statements. Students will also explore the Administration of Financial Accounts, Accounting Systems and Purchases and Payment Cycles.



# *FNS40222 Certificate IV in Accounting and Bookkeeping*

## **3. 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.

## **4. 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, The stock of Assets Used as Expenses, Depreciation, Charts of Accounts and Credit/Debit Card Payments.

## **5. 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.



# FNS40222 Certificate IV in Accounting and Bookkeeping

## Course Overview



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

### 01 Entry Requirements

There are no entry or eligibility requirements for this course

### 02 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 18 months is the recommended timeframe for students new to the industry.

### 03 Assessments

True/False Questions (TF), Multiple Choice Questions (MC), Short Answer Questions (SA), an Accounting Software Assessment, Case study, Role-Play, & Oral assessment. For more information on assessments visit: <http://www.iit.edu.au/about>

### 04 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: <http://www.iit.edu.au/about>

# FNS4022 Certificate IV in Accounting and Bookkeeping

## Course Overview



### 05 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 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 provides feedback on any assessments submitted.

### 06 Qualification Pathway

The FNS4022 Certificate IV in Accounting and Bookkeeping is nationally recognised and enables You to work in many different Accounting Support Roles



# FNS40222 Certificate IV in Accounting and Bookkeeping

## Units of Competency Covered



### Units Covered

To be awarded the FNS40222 Certificate IV in Accounting and Bookkeeping, the following units of competency must be successfully achieved:

- › FNSACC421 Prepare financial reports
- › BSBTEC301 Design and produce business documents
- › BSBTEC404 Use digital technologies to collaborate in a work environment
- › BSBTEC302 Design and produce spreadsheets
- › FNSACC321 Process financial transactions and extract interim reports
- › FNSACC322 Administer subsidiary accounts and ledgers
- › FNSACC412 Prepare operational budgets
- › FNSACC413 Make decisions in a legal context
- › FNSACC414 Prepare financial statements for non-reporting entities
- › FNSACC426 Setup and operate computerised accounting Systems
- › FNSACC418 Work effectively in the accounting and bookkeeping industry
- › FNSTPB411 Complete business activity and instalment activity statements

Australian   
Qualifications  
Framework



The FNS40222 Certificate IV in Accounting and Bookkeeping is nationally recognised. For more information please Visit: [www.iit.edu.au](http://www.iit.edu.au)

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.