## FNS40217 Certificate IV in Accounting and Bookkeeping
### Part Time Course Planner – 2019 Onwards

<table>
<thead>
<tr>
<th>Sequence</th>
<th>Unit Code</th>
<th>Unit Name</th>
<th>Unit Type</th>
<th>Credit/RPL</th>
<th>Passed/Enrolled</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>BSBFIA401</td>
<td>Prepare Financial Reports</td>
<td>Core</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>BSBSMB412</td>
<td>Introduce Cloud Computing into Business Operations</td>
<td>Core</td>
<td></td>
<td></td>
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<tr>
<td>3</td>
<td>FNSACC311</td>
<td>Process Financial Transactions and Extract Interim Reports</td>
<td>Core</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>FNSACC312</td>
<td>Administer Subsidiary Accounts and Ledgers</td>
<td>Core</td>
<td></td>
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</tr>
<tr>
<td>5</td>
<td>FNSACC408</td>
<td>Work Effectively in the Accounting and Bookkeeping Industry</td>
<td>Core</td>
<td></td>
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</tr>
<tr>
<td>6</td>
<td>FNSACC416</td>
<td>Set up and Operate a Computerised Accounting System</td>
<td>Core</td>
<td></td>
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</tr>
<tr>
<td>7</td>
<td>FNSTPB401</td>
<td>Complete Business Activity and Instalment Activity Statements</td>
<td>Core</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>FNSTPB402</td>
<td>Establish and Maintain Payroll Systems</td>
<td>Core</td>
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</tbody>
</table>

Elective (see below)

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Total Units: 13 units

✓ Completed

Students are to choose five (5) Elective Units from the below list:

- BSBITU306 - Design and Produce Business Documents
- BSBITU402 - Develop and Use Complex Spreadsheets
- BSBWRT301 - Write Simple Documents
- FNSACC313 - Perform Financial Calculations
- FNSACC405 - Maintain Inventory Records
- FNSACC411 - Process Business Tax Requirements
- FNSACC412 - Prepare Operational Budgets
- FNSACC414 - Prepare Financial Statements for Non-Reporting Entities
MORE DETAILS:

To satisfy the requirements for the award of FNS40217 Certificate IV in Accounting and Bookkeeping students must complete 13 units.

Study Mode/Recommended Study Schedule
There are 10 course intakes: February, March, April, May, June, July, August, September, October and November.

Please refer to the More Details tab of your course page in the CQUi Handbook for further information.

Course Structure Requirements
In the FNS40217 Certificate IV in Accounting and Bookkeeping course, students are required to complete the following course structure:
- 8 Core Units
- 5 Elective Units

Course Duration
This course is designed to be completed over 18 months of part time study.

Student Outcomes, Career Opportunities and Occupations
After successful completion of this course, employment may be available in accounting roles with duties such as completing Business Activity Statements (BAS) and other office taxes, operational reporting, producing non-complex management reports including compiling budget information, supervising the operation of computer-based financial systems, classifying, recording and reporting accounting information, managing a small office, and ensuring relevant legal requirements are adhered to.

Credit Transfer & Recognition of Prior Learning
Credit Transfer: Please refer all enquiries regarding credit transfer for your previous studies to your teacher.

Recognition of Prior Learning (RPL): If you would like to apply for RPL for your on-the-job experience, you can request an RPL kit by emailing rpl@cqu.edu.au.

Pathway into Further Education
FNS50215  Diploma of Accounting
CQ01  Bachelor of Accounting

If you have any questions in regard to your course, please contact the Course Advice Team:

PLEASE CHECK THE CQU HANDBOOK FOR TERM AVAILABILITIES AND PRE-REQUISITES AS THEY MAY CHANGE FROM YEAR TO YEAR http://handbook.cqu.edu.au