



Accounting and Bookkeeping

Domestic students

GBCA.EDU.AU

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ADDRESS

Global Business College of Australia
337-339 La Trobe Street, Melbourne VIC 3000
338 Queen St, Melbourne VIC 3000
10-12 Prospect Street, Box Hill VIC 3128 (Domestic students only)

Global Business College of Australia Pty Ltd trading as
Global Business College of Australia
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FNS40222

Certificate IV in Accounting and Bookkeeping

COURSE DESCRIPTION: This course is part of the Financial Services Training Package and satisfies the Australian Qualifications Framework (AQF) guidelines. This qualification reflects the job roles of contract bookkeepers and employees performing bookkeeping tasks for organisations in a range of industries. This may include:

- Establishing and maintaining manual and computerised accounting systems
- Completing Business Activity Statements (BAS) and other office financial statements
- Developing bookkeeping management systems for organisations
- General administration.

Under certain conditions, successful students may meet requirements for registration with the Tax Practitioners Board.

This qualification is suitable for candidates currently working in bookkeeping roles who are seeking a formal qualification to enhance and confirm their existing knowledge and skills.

COURSE DURATION: This course is delivered over a maximum of one year, including public holidays and term break. Fastrack learners may complete the course in a shorter duration.

SCHEDULE: 2 sessions per week

DELIVERY MODE: Blended learning between face to face and online

CAMPUS LOCATION AND DELIVERY SITE: 337-339 La Trobe Street & 338 Queen Street, Melbourne 3000

ENTRY REQUIREMENTS:

There are no set requirements for this course. It is recommended that domestic students would meet one of below requirements:

- Satisfactory numeracy and literacy skills to undertake this course, or
- Mature age and have sufficient work experience to successfully undertake this course, or
- Satisfactory complete year 11.

Domestic applicants will undertake the language, literacy and numeracy test and the digital skill test as part of the Pre-Training Review.

MATERIAL REQUIREMENT:

Students are required to bring their own laptop with Microsoft Office 2007 or a later version installed for face to face classes. Students will be required to work on MYOB throughout the course. MYOB educational version will be provided by GBCA.

COURSE STRUCTURE

UNIT CODE	UNIT NAME
BSBTEC302	Design and produce spreadsheets
FNSACC321	Process financial transactions and extract interim reports
FNSACC322	Administer subsidiary accounts and ledgers
FNSACC412	Prepare operational budgets
FNSACC414	Prepare financial statements for non-reporting entities
FNSACC418	Work effectively in the accounting and bookkeeping industry
FNSACC421	Prepare financial reports
FNSACC426	Set up and operate computerised accounting systems
FNSTPB411	Complete business activity and instalment activity statements
FNSTPB412	Establish and maintain payroll systems
FNSACC323	Perform financial calculations
BSBTEC301	Design and produce business documents
BSBPEF501	Manage personal and professional development

ASSESSMENT METHODS:

A variety of assessment methods will be used throughout the course, including: written questions, practical activities, role plays, case studies, project, assignment, integrated practical activities or verbal questioning.

GOVERNMENT FUNDING:

This course is delivered with Victorian and Commonwealth Government funding under the Skills First Program. Individuals with disabilities are encouraged to apply for training subsidised through the Skills First Program.