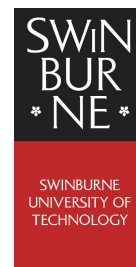


FFNS40610 Certificate IV in Accounting

January – July 2012



Please read this document carefully in order to accurately complete your enrolment for Semester One 2012.

To give flexibility to our program some online units are delivered within an eighteen week “Semester” and other units are delivered over a six week “Term” or “Teaching Period”. To assist with your planning important dates are listed below:

2012 Online Enrolment Periods

Semester/Session	Delivery Period	Delivery Weeks	Enrolment Deadline	Term Break (inclusive)	CERT III & IV Withdrawal	DIPLOMA Census Date
ST Summer Term	9 Jan – 24 Feb	7	9 Dec 2011	-	Four (4) weeks from Official Course Commencement	20 January
S1 Semester 1	27 Feb – 13 July	18	11 Feb 2012	6 Apr - 22 Apr		31 March
T1 Term 1	27 Feb – 6 Apr	6	11 Feb 2012	-		9 March
T2 Term 2	23 Apr – 1 Jun	6	30 Mar 2012	-		4 May
WT Winter Term	18 Jun – 27 Jul	6	1 Jun 2012	-		6 Jul
T3 Term 3	6 Aug – 14 Sept	6	20 July 2012	-		17 August
S2 Semester 2	6 Aug – 14 Dec	18	20 Jul 2012	17 Sep - 24 Sep		7 September
T4 Term 4	24 Sept – 2 Nov	6	7 Sept 2012	-		5 October
SP Spring Term	5 Nov – 14 Dec	6	19 Oct 2012	-		7 December

FFNS40610 Certificate IV in Accounting

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**13 units must be achieved:**

9 core units

plus 4 elective units

- all elective units of competency can be selected from the elective bank
- a maximum of 3 electives may be selected from units aligned to Certificate III, Certificate IV or Diploma qualifications in the FNS10 Financial Services or other endorsed Training Package or accredited course

Unit Selection

The following units will be delivered January through to July 2012.

This is a part time program, 175 hours per semester is considered the **maximum** workload.**The hours can be spread between full semester and / or six week session units.** We recommend **one** unit of study per six week session.

The time frames for these units have been carefully planned to provide you with the best opportunity to successfully complete.

Please be aware of our refund rules. <http://www.swinburne.edu.au/studentoperations/fees/tafe/#refund>

Please select units from the following time frames

ST 9/1- 24/2	S1 27/2 - 13/7	T1 27/2- 6/4	T2 23/4 - 1/6	WT 18/6- 27/7	Unit Code	Unit Title	Hrs
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Core units

<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	BSBITU306A	Design & produce business documents	80
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	FNSINC401A	Apply principles professional practice fin services industry	30
	<input type="checkbox"/>				FNSACC301A	Process financial transactions & extract interim reports	60
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	BSBOHS303B	Contribute to OHS identify & assessment	30
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	FNSBKG404A	<i>Prerequisite recommended FNSACC301A</i> Carry out BAS tasks	40
	<input type="checkbox"/>				BSBFIA401A	Prepare financial reports	50
	<input type="checkbox"/>				FNSACC403A	Make decisions in a legal context	60
	<input type="checkbox"/>				FNSACC406A	<i>Prerequisite recommended BSBITU306A FNSACC301A</i> Set up & operate a computerised accounting system	80
	<input type="checkbox"/>				FNSACC404A	<i>Prerequisite recommended BSBFIA401A</i> Prepare financial statements for non-reporting entities	60

Elective units

<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	BSBITU402A	<i>Prerequisite recommended BSBITU306A</i> Develop/use complex spreadsheets	50
	<input type="checkbox"/>				BSBRES401A	Analyse and present research information	40
	<input type="checkbox"/>				FNSACC503A	<i>Prerequisite recommended BSBITU306A BSBITU402A</i> Manage budgets and forecasts	40
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	FNSBKG405A	<i>Prerequisite recommended FNSACC406A</i> Establish & maintain payroll system	30

Prerequisite recommended: Unit/s recommended to be completed before you enrol in this unit to give complementary supporting knowledge

Total hours