

FFNS40210 Certificate IV in Bookkeeping

January – July 2012

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 2 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.

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"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	FNSBKG401A	Develop & implement policies & procedures relevant to b/keeping activities	30
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	BSBOHS303B	Contribute to OHS hazard identification & risk assessment	30
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	FNSBKG402A	Establish/maintain cash accounting system	40
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	FNSBKG403A	Establish/maintain accrual accounting system	40
<input type="checkbox"/>				BSBFIA401A	Prerequisite recommended FNSACC301A Prepare financial reports	50
		<input type="checkbox"/>	<input type="checkbox"/>	FNSBKG404A	Carry out business activity & instalment activity statement tasks	40
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	FNSBKG405A	Prerequisite required FNSACC301A Establish & maintain a payroll system	30

Elective Units

<input type="checkbox"/>				FNSACC301A	Process financial transactions & extract interim reports	80
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	BSBITU402A	Prerequisite recommended FNSACC301A Develop and use complex spreadsheets	50
<input type="checkbox"/>				FNSACC406A	Prerequisite recommended FNSACC301A BSBITU306A Set-up & operate computerised accounting system	80
<input type="checkbox"/>				FNSACC404A	Prerequisite recommended FNSACC301A Prepare financial statements for non-reporting entities	60

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

Total hours

Units are co-assessed and must be enrolled in and completed together.

