

2020 COURSE ENROLMENT PLANNER

Certificate IV in Accounting and Bookkeeping - FNS40217



In the [Certificate IV in Accounting and Bookkeeping](#), you will gain the skills and knowledge required to work in accounting support roles, such as a bookkeeper, accounts clerk or payroll officer. You'll gain practical knowledge of a variety of accounting and bookkeeping tasks performed in the workplace, including completing Business Activity Statements (BAS), preparing financial reports, and establishing and maintaining a payroll system. Units are delivered online, supported by webinars.

Course Information

Intake: VET Jan Intake

Start date: 4th January 2021

Location: Online Delivery (Hawthorn Campus)

Duration: 12 to 18 months part-time

Course Structure

The Certificate IV in Accounting and Bookkeeping requires thirteen (13) units to complete. This course is made up of eight (8) core units and five (5) elective units.

How to use your Course Planner

Refer to the below guide to help you work out the correct units to enrol into for each teaching period. The units in your planner are colour-coded to assist with mapping out your studies over the duration of your course.

Core units
A set of 8 compulsory units you MUST complete as part of your Course.
Elective Units
A structured set of 5 units specific to your Course.

Complete enrolment into units:

Select the year, All Study Periods and All Locations. See below for an example. You must **enrol in all units** as set out on Course Planner below

Enrol in units for2020All Study PeriodsAll LocationsSearch

Order of Units

It is recommended that the unit below be completed first:
- BSBWRT301 - Write simple documents

Enrol in any of these 3 units together in the same block BEFORE any other accounting/bookkeeping specific units, in particular BSBFIA401 Prepare financial reports.

It is highly recommended students do not study more than 3 units in each teaching block.

Core units – All eight (8) core units must be selected				
Unit Code	Unit Title	Start Date	End Date	Teaching Period
BSBSMB412	Introduce cloud computing into business operations	1/02/2021	4/04/2021	VE Term 1
		12/07/2021	19/09/2021	VE Term 3
FNSACC408	Work effectively in the accounting and bookkeeping industry	1/02/2021	4/04/2021	VE Term 1
		12/07/2021	19/09/2021	VE Term 3
FNSACC311	Process financial transactions and extract interim reports	1/02/2021	4/04/2021	VE Term 1
		19/04/2021	27/06/2021	VE Term 2
		12/07/2021	19/09/2021	VE Term 3
		4/10/2021	19/12/2021	VE Term 4
FNSACC312	Administer subsidiary accounts and ledgers	1/02/2021	4/04/2021	VE Term 1
		19/04/2021	27/06/2021	VE Term 2
		12/07/2021	19/09/2021	VE Term 3
		4/10/2021	19/12/2021	VE Term 4
FNSACC416	Set up and operate a computerised accounting system	1/02/2021	4/04/2021	VE Term 1
		12/07/2021	19/09/2021	VE Term 3
BSBFIA401	Prepare financial reports	19/04/2021	27/06/2021	VE Term 2
		4/10/2021	19/12/2021	VE Term 4

Core units – Continued				
Unit Code	Unit Title	Start Date	End Date	Teaching Period
FNSTPB401	Complete business activity and instalment activity statements	19/04/2021	27/06/2021	VE Term 2
		4/10/2021	19/12/2021	VE Term 4
FNSTPB402	Establish and maintain payroll systems	1/02/2021	4/04/2021	VE Term 1
		12/07/2021	19/09/2021	VE Term 3

Elective units – All five (5) elective units must be selected				
Unit Code	Unit Title	Start Date	End Date	Teaching Period
BSBWRT301	Write simple documents	4/01/2021	28/02/2021	VE Block 1
		1/02/2021	4/04/2021	VE Term 1
		19/04/2021	27/06/2021	VE Term 2
		12/07/2021	19/09/2021	VE Term 3
		4/10/2021	19/12/2021	VE Term 4
BSBITU402	Develop and use complex spreadsheets	1/02/2021	4/04/2021	VE Term 1
		19/04/2021	27/06/2021	VE Term 2
		12/07/2021	19/09/2021	VE Term 3
		4/10/2021	19/12/2021	VE Term 4
FNSACC414	Prepare financial statements for non-reporting entities	1/02/2021	4/04/2021	VE Term 1
		12/07/2021	19/09/2021	VE Term 3
FNSACC313	Perform financial calculations	19/04/2021	27/06/2021	VE Term 2
		4/10/2021	19/12/2021	VE Term 4
BSBSMB401	Establish legal and risk management requirements of small business	19/04/2021	27/06/2021	VE Term 2
		4/10/2021	19/12/2021	VE Term 4

Useful Information

Practical placement

Is not a requirement of this course.

How do I enrol into units online?

For help on how to enrol in units on your Study Plan, please refer to our [online help guide](#).

When do my classes start?

Units will commence in the week of 4th January 2021.

Can I study a unit not listed in this guide?

If you would like to speak with someone about selecting alternative units, please contact [studentHQ](#) to make an appointment with a Enrolment Advisor.

How do I get recognition for my existing qualifications or experience?

Learn more about [Advanced Standing \(Academic Credit\)](#).

How will I be assessed?

You will be given a unit outline for each unit via our online learning system (Canvas). Each unit outline explains what you will learn and how you will be assessed. Assessment methods may include: portfolios, reports, case studies, practical tasks and tests.

Do I need any special equipment?

Textbooks are required for this Course.

What happens if I stop studying before I complete my course?

If you do not intend to continue with your course, you must submit a [Withdrawal from Course application](#). If you stop studying before completing the course requirements, you can request to be issued with a [Statement of Attainment](#) that lists the units you have successfully completed.

Where can I find more information about being a Swinburne student?

Our [Current Students webpage](#) contains information about managing your course, financials, results, graduations, student support, student services, life on campus and additional learning opportunities

Where can I find more information about course costs/fees?

Our [Fees website](#) contains information on course fees, including a handy fees calculator, the types of Government assistance available, details on how to make a payment, payment due dates and more.

Pathways to future study

Pathways allow you to progress from one qualification to another where the first course is recognised as an entry requirement and/or provides advanced standing. You can take advantage of pathway arrangements from one Swinburne course to another or benefit from study completed at another institution. Pathway options may be subject to academic performance. Learn more about [pathways](#).

What if I have any other questions?

For further assistance please contact [studentHQ](#).