



FNS40222

CRICOS CODE: 109957H



Certificate IV in Accounting and Bookkeeping

Gain real-world skills and knowledge in accounting principles, such as contract bookkeeping and BAS. This practical course will prepare you for an accounting support role.

This qualification prepares you for entry-level job roles in the accounting and bookkeeping industry. You will develop skills to prepare and lodge business and instalment activity statements, data processing, monthly reconciliations, prepare budgets, prepare reports on financial performance and the position of the business, prepare end-of-year adjustments, and finalise financial records after year-end.



In-demand
profession



Expert
Trainers



Learn real-world
accounting **skills**



Learn key
industry software



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PROSPECTIVE CAREER OUTCOMES

Bookkeeper
BAS Officer
Payroll Officer
Accounts Officer

GAIN SKILLS IN

- Designing spreadsheets
- Processing financial transactions
- Preparing operational budgets
- Establishing and maintain payroll systems
- Designing and producing simple business documents
- Working effectively in the accounting and bookkeeping industry

SUBJECTS

1. Business Activity Statements
2. Subsidiary Accounts
3. Business Documents
4. Financial Transactions
5. Payroll
6. Accounting Industry
7. Financial Statements
8. Business Tax
9. Financial Reports
10. Budgets
11. Computerised Accounting Systems
12. Building Spreadsheets for Accounting

ACADEMIC ENTRY REQUIREMENTS

Successful completion of Australian Year 10 or equivalent.

ENGLISH LANGUAGE PROFICIENCY

General English - Intermediate Level;
or English Proficiency Skills test result
as per APC requirements.

ASSESSMENTS

All vocational courses are assessed through a combination of assessment types that may include examinations, essays, reports, group tasks, portfolios and/or presentations.

PATHWAYS

Students who successfully complete the Certificate IV in Accounting and Bookkeeping may enter the Diploma of Accounting at Australian Pacific College, and subsequently continue to our partner universities through our articulation pathways program.



INTAKE DATES

4 intakes per year.
See our website for latest intake dates.

DURATION

Full-time: 4 terms (approx. 1 year).
Part-time*: 8 terms (approx. 2 years).
*Part-time option only available for domestic students.

DELIVERY

International Students:

On Campus, Online (up to 1/3 of the units of the course) and blended options available

Domestic Students:

On Campus, Online and blended options available

LOCATION

Sydney CBD
Melbourne
Brisbane
Adelaide
Online

COURSE FEES

\$8,000

Application fee: \$150 for international students only

HOW TO PAY

Direct deposit or credit card before the course start date.

NOTE:

- Information correct at time of publication. Visit website for most up-to-date information.
- Course and campus availability subject to demand.
- One term is equal to 9 weeks of study.
- For a free assessment of your current English level, please go to apc.edu.au/apply/pre-arrival-test
- For more info about our University pathways, visit apc.edu.au/study/university-pathways

DEFINITIONS:

International students: A temporary resident of Australia and/or a resident or citizen of any other country.

Domestic students: An Australian citizen or Australian permanent resident.



AUSTRALIAN
PACIFIC COLLEGE

APC.EDU.AU

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APC Certificate IV in Accounting and Bookkeeping Course Flyer_V1.8R_14NOV24