



FNS40217 Certificate IV in Accounting and Bookkeeping

Course Code: 221KEEPA **Course Details:** Friday - 9am - 4pm (28 sessions) **Trainer:** Nuzi Cader & Aparna Nirmal

Delivery: Classroom based on the Clayton campus **Dates:** 18 March – 7 October 2022

Sess.	Unit Code	Unit Name	Commencement Date	Trainer	Due Date
1	FNSACC408	Work effectively in the accounting and bookkeeping industry	18 March	NC	
2	FNSACC408	Work effectively in the accounting and bookkeeping industry	25 March	NC	
3	FNSACC311	Process financial transactions and extract interim reports	1 April	NC	
4	FNSACC311	Process financial transactions and extract interim reports	8 April	NC	
Break 15 April					
5	FNSACC311	Process financial transactions and extract interim reports	22 April	NC	
6	FNSACC311	Process financial transactions and extract interim reports	29 April	NC	
7	FNSACC312	Administer subsidiary accounts and ledgers	6 May	NC	
8	FNSACC312	Administer subsidiary accounts and ledgers	13 May	NC	
9	BSBFIA401	Prepare financial reports	20 May	NC	
10	BSBFIA401	Prepare financial reports	27 May	NC	
11	BSBFIA401	Prepare financial reports	3 June	NC	
12	BSBFIA401	Prepare financial reports	10 June	NC	
13	FNSTPB402	Establish and maintain payroll systems	17 June	NC	
14	FNSTPB402	Establish and maintain payroll systems	24 June	NC	
15	FNSTBP401	Complete business activity and instalment activity statements	1 July	NC	
16	FNSTBP401	Complete business activity and instalment activity statements	8 July	NC	
17	FNSACC416	Set up and operate a computerised accounting system *	15 July	NC	
18	FNSACC416	Set up and operate a computerised accounting system *	22 July	NC	
19	FNSACC416	Set up and operate a computerised accounting system *	29 July	NC	
20	FNSACC416	Set up and operate a computerised accounting system *	5 August	NC	
21	BSBSMB412	Introduce cloud computing into business operations	12 August	NC	
22	BSBTEC402	Design and produce complex spreadsheets	19 August	AN	
23	BSBTEC402	Design and produce complex spreadsheets	26 August	AN	
24	FNSACC412	Prepare operational budgets	2 September	NC	
25	FNSACC412	Prepare operational budgets	9 September	NC	
26	FNSACC405	Maintain inventory records	16 September	NC	
27	FNSACC414	Prepare financial statements for non-reporting entities	23 September	NC	
Break 30 September					
28	BSBESB401	Research and develop business plans	7 October	NC	

This timetable and the order of units is subject to change

Students are required to attend a minimum of 85% of their timetable to be marked as competent. Excess absences may result in students needing to attend make up sessions



Total classroom time: 196 hours (excludes lunch break)
Suggested homework per week: 8-10 hours

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Classrooms

7 Innovation Walk
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Assessment information

Assessments are due 4 weeks after completion of a unit/cluster.

Attendance information

A minimum 85% attendance is required to be marked as Competent for this qualification. Make-up sessions may be required for those who attend for less than 85%.

Zoom information

If your class is being held on Zoom, you will be required to download this before class. You link and password will be emailed the day before each class.

To learn more about Zoom, please visit: <https://youtu.be/DDdDspdq21o>

Support services

www.msatraining.edu.au/support-services/

Parking information

www.monash.edu/people/transport-parking/parking/visitors