

FACULTY OF
FINANCE



FNS40217 CERTIFICATE IV IN ACCOUNTING AND BOOKKEEPING

ABOUT OUR FACULTY OF FINANCE



At Imagine Education Australia we pride ourselves on our Faculty of Finance with qualifications that are nationally recognised and from the Financial Services Training Package. We are committed to ensuring our finance students graduate with the skills and knowledge required for different jobs within the financial services industry in Australia. Our Faculty of Finance offers our Brisbane and Gold Coast students the option of progressing through qualification levels from Certificate IV level right through to Advanced Diploma level, so they can build on their knowledge and their career.



STUDENT TESTIMONIAL

"I love how studying at Imagine Education allows me to live on the beautiful Gold Coast! I am learning so much in my classes and I would recommend Imagine's business courses to other international students."

Sandra Wesslen
Sweden
Main Campus

FNS40217 CERTIFICATE IV IN ACCOUNTING AND BOOKKEEPING



COURSE CODE:

CRICOS CODE:

COURSE LENGTH:

CAREER OUTCOMES:

ARTICULATION PATHWAY:

CAMPUS:

FNS40217

097791F

32 weeks

Accounts supervisor; finance sector supervisor; bookkeeper/ BAS agent

The primary pathway from this qualification is employment in accounting job roles. A further learning pathway utilising qualifications such as Diploma of Accounting would support career progression.

Main Campus, Brisbane Campus

OVERVIEW

This course will give you a foundation in accounting and bookkeeping and will teach you crucial accounting skills, accounting software, and planning and gathering of information. Over your 32-weeks of study, you will learn a broad spectrum of skills such as creating financial reports, payroll, legal requirements, ATO forms and reports, and business documentation. You will learn how to operate some of Australia's leading accounting software packages, including student access to MYOB software while you are studying. Once you have finished your qualification you may wish to further you study by choosing Imagine Education's Diploma of Accounting, or begin your career in such in-demand positions as payroll officer, accounts officer, bookkeeper, or taxation officer among others.

ENTRY REQUIREMENTS

Students need to be 15 years old and are required to have reading, writing and comprehension skills equivalent to Year 10 pass level to successfully complete the Certificate level courses.

Overseas students English Proficiency Level will be tested prior to the commencement of Vocational Education and Training Courses. Imagine Education Australia requires an IELTS 5.5 with no band less than 5, or equivalent (as determined by Imagine Education Australia).

Should you feel you may not possess these literacy skills or have not completed a formal leaving certificate please contact us to discuss support arrangements.

TIMETABLE

	TUTORIAL DAY	RESEARCH DAY	DISTANCE EDUCATION
GOLD COAST	Wednesday 8:30am – 4:30pm	Day to be determined by your trainer; Monday, Tuesday, Thursday or Friday 8:30am – 4:30pm	5 hours per week
BRISBANE	Wednesday 8:30am – 4:30pm	Day to be determined by your trainer; Monday, Tuesday, Thursday or Friday 8:30am – 4:30pm	5 hours per week

* Please note, course timetables are subject to change

2020 ACADEMIC CALENDAR

FNS40217 Certificate IV in Accounting
and Bookkeeping **GOLD COAST**

- Start Dates
- Holidays / Public Holiday
- Review

JANUARY						
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2020 ACADEMIC CALENDAR

FNS40217 Certificate IV in Accounting
and Bookkeeping **BRISBANE**

- Start Dates
- Holidays / Public Holiday
- Review

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CONTACT US



MAIN CAMPUS

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SPRING HILL QLD 4000

WOOLLOONGABBA CAMPUS

12 ANNERLEY ROAD
WOOLLOONGABBA QLD 4102

EMAIL

info@imagineeducation.com.au

WEBSITE

WWW.IMAGINEEDUCATION.COM.AU

OUR COURSES

ENGLISH COURSES

056501E General English; 1 – 60 weeks
056499E IELTS Preparation; 1 – 12 weeks
057239F Young Learners English Program; 1 – 40 weeks
056502D High School Preparation; 60 weeks

BUSINESS, MARKETING & ACCOUNTING COURSES

BSB30115 Certificate III in Business; 22 weeks
BSB40215 Certificate IV in Business; 24 weeks
BSB42415 Certificate IV in Marketing and Communication; 32 weeks
BSB50215 Diploma of Business; 28 weeks
BSB50415 Diploma of Business Administration; 23 weeks
BSB51918 Diploma of Leadership and Management; 36 weeks
BSB52415 Diploma of Marketing and Communication; 32 weeks
BSB60215 Advanced Diploma of Business; 30 weeks
BSB61015 Advanced Diploma of Leadership and Management; 32 weeks
BSB61315 Advanced Diploma of Marketing and Communication; 32 weeks
FNS40217 Certificate IV in Accounting and Bookkeeping; 32 weeks
FNS50217 Diploma of Accounting; 29 weeks
FNS60217 Advanced Diploma of Accounting; 36 weeks

AUTOMOTIVE COURSES

AUR30616 Certificate III in Light Vehicle Mechanical Technology; 60 weeks
AUR0216 Certificate IV in Automotive Mechanical Diagnosis; 36 weeks

CHILD CARE COURSES

CHC30113 Certificate III in Early Childhood Education and Care; 28 weeks
CHC50113 Diploma of Early Childhood Education and Care; 32 weeks

COMMUNITY SERVICES COURSES

CHC33015 Certificate III in Individual Support (Ageing, Home and Community); 27 weeks
CHC43015 Certificate IV in Ageing Support; 39 weeks
CHC43015 Certificate IV in Ageing Support (upgrade); 39 weeks

FITNESS COURSES

SIS30315 Certificate III in Fitness; 36 weeks
SIS40215 Certificate IV in Fitness; 36 weeks

HOSPITALITY COURSES

SIT30616 Certificate III in Hospitality; 40 weeks
SIT30816 Certificate III in Commercial Cookery; 40 weeks
SIT40516 Certificate IV in Commercial Cookery; 25 weeks
SIT50416 Diploma of Hospitality Management; 56 weeks
SIT50416 Diploma of Hospitality Management (Commercial Cookery) (upgrade); 27 weeks
SIT60316 Advanced Diploma of Hospitality Management; 51 weeks

Cricos Provider No. 02695C
National Provider No. 31302
Imagine Education Australia Pty Ltd
Investing in imaginations

The information in this course guide was correct at time of printing
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