

# Order of Study

## FNS40222 Certificate IV in Accounting and Bookkeeping (Online self-directed)

On successful completion of all 13 Units you will receive a Certificate IV in Accounting and Bookkeeping.

Follow the below Order of Study when enrolling. Enrol in no more than 2 units per intake, unless otherwise advised.

| Unit Code  |  | Unit Name   | Unit Type | Textbook/<br>Resources  | Study Period Schedule |           |
|--|--|---|-----------|---|-----------------------|-----------|
| Must complete all units in order as listed below |  |   |           |   | Intake                | Completed |
| 1  | FNSACC323  | Perform financial calculations                                | Elective  | Electronic resources are available through <a href="#">Connect</a> , TAFE Queensland's Learning Management System |                       | Completed |
| 2  | FNSACC321  | Process financial transactions and extract interim reports    | Core      |   |                       | Completed |
| 3  | FNSACC322  | Administer subsidiary accounts and ledgers                    | Core      |   |                       | Completed |
| 4  | BSBTEC302  | Design and produce spreadsheets                               | Core      |   |                       | Completed |
| 5  | FNSACC421  | Prepare financial reports                                     | Core      |   |                       | Completed |
| 6  | FNSACC426 **   | Set up and operate computerised accounting systems            | Core      |   |                       | Completed |
| 7  | FNSACC412  | Prepare operational budgets                                   | Core      |   |                       | Completed |
| 8  | FNSTPB411 **+  | Complete business activity and instalment activity statements | Core      |   |                       | Completed |
| 9  | FNSACC413  | Make decisions in a legal context                             | Elective  |   |                       | Completed |
| 10   | BSBWRT311  | Write simple documents  | Elective  |   |                       | Completed |
| 11   | FNSACC418  | Work effectively in the accounting and bookkeeping industry   | Core      |   |                       | Completed |
| 12   | FNSTPB412 **+  | Establish and maintain payroll systems                        | Core      |   |                       | Completed |
| 13   | FNSACC414  | Prepare financial statements for non-reporting entities       | Core      |   |                       | Completed |
| Note   | ** Xero is used for this unit and students will have free access as part of their online resources<br>+ Supervised exam required |   |           |   |                       |           |

TAS-0000003564\_v2

All information is accurate at the time of publication 20/03/2025 v1.1