



# FNS40222 Certificate IV in Accounting and Bookkeeping

**Course Code:** 242KEEPA **Course Details:** Friday - 9am-4pm (28 sessions) **Trainer:** Nuzi Cader

**Delivery:** Classroom based on Clayton Campus **Dates:** 16 August 2024 – 9 May 2025

Session	Unit Code	Unit Name	Session Date	Trainer	Assessment Due Date
1	BSBTEC302	Design & produce spreadsheets	16 August	NC	20 Sep
2	BSBTEC302	Design & produce spreadsheets	23 August	NC	
3	FNSACC418	Work effectively in the accounting and bookkeeping industry	30 August	NC	4 Oct
4	FNSACC418	Work effectively in the accounting and bookkeeping industry	6 September	NC	
5	FNSACC321	Process financial transactions and extract interim reports	13 September	NC	8 Nov
6	FNSACC321	Process financial transactions and extract interim reports	20 September	NC	
Break 27 September					
7	FNSACC321	Process financial transactions and extract interim reports	4 October	NC	8 Nov
8	FNSACC321	Process financial transactions and extract interim reports	11 October	NC	
9	FNSACC322	Administer subsidiary accounts and ledgers	18 October	NC	22 Nov
10	FNSACC322	Administer subsidiary accounts and ledgers	25 October	NC	
11	FNSACC421	Prepare financial reports	1 November	NC	20 Dec
12	FNSACC421	Prepare financial reports	8 November	NC	
13	FNSACC421	Prepare financial reports	15 November	NC	
14	FNSACC421	Prepare financial reports	22 November	NC	
15	FNSTPB412	Establish and maintain payroll systems	29 November	NC	3 Jan
16	FNSTPB412	Establish and maintain payroll systems	6 December	NC	
17	FNSTBP411	Complete business activity and instalment activity statements	13 December	NC	14 Mar
Break Xmas 14 December till 13 February					
18	FNSTBP411	Complete business activity and instalment activity statements	14 February	NC	14 Mar
19	FNSACC414	Prepare financial statements for non-reporting entities	21 February	NC	11 April
20	FNSACC414	Prepare financial statements for non-reporting entities	28 February	NC	
21	FNSACC414	Prepare financial statements for non-reporting entities	7 March	NC	
22	FNSACC414	Prepare financial statements for non-reporting entities	14 March	NC	



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23	FNSACC426	Set up and operate a computerised accounting system	21 March	NC	25 April
24	FNSACC426	Set up and operate a computerised accounting system	28 March	NC	
25	FNSACC412	Prepare operational budgets	4 April	NC	2 May
26	BSBESB401	Research and develop business plans	11 April	NC	9 May
Break 18 & 25 April					
27	FNSACC323	Perform Financial Calculations	2 May	NC	30 May
28	BSBPEF501	Manage personal and professional development	9 May	NC	6 June
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:		182 hours (excludes lunch breaks)	Suggested homework per week:		8-10 hours
Work Placement hours:		N/A	Final Assessment Due date:		6 June 2025
Contact Details					
Email Address		<a href="mailto:msa-monashtraining@monash.edu">msa-monashtraining@monash.edu</a>	Phone Number		03 9905 3180
Office Address		Room 159, Level 1, 21 Chancellors Walk Monash University, Clayton Campus 3800	Classroom Address		7 Innovation Walk Monash University Clayton Campus 3800
Support Services		<a href="http://www.msatraining.edu.au/support-services/">www.msatraining.edu.au/support-services/</a>	Parking Information		<a href="http://www.monash.edu/people/transport-parking/parking/visitors">www.monash.edu/people/transport-parking/parking/visitors</a>
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: <a href="https://youtu.be/DDdDspdq21o">https://youtu.be/DDdDspdq21o</a>			