

Certificate IV in Accounting FNS40610

Unit of Competency List

Students must complete the **9 Core Units** listed and **4 Elective Units** are to be chosen from the list below. Students who have completed any eligible units of competency may credit those units towards this qualification via the Recognition of Prior Learning Process (RPL).

Core Units (Complete All)

BSBFIA401A Prepare financial reports
BSBITU306A Design and produce business documents
BSBOHS303B Contribute to OHS hazard identification and risk assessment
FNSACC301A Process financial transactions and extract interim reports
FNSACC403A Make decisions in a legal context
FNSACC404A Prepare financial statements for non-reporting entities
FNSACC406A Set up and operate a computerised accounting system
FNSBKG404A Carry out business activity and instalment activity statement tasks
FNSINC401A Apply principles of professional practice to work in the financial services industry

Electives (Select 4)

BSBITU402A Develop and use complex spreadsheets
BSBPMG403A Apply cost management techniques
BSBWRT301A Write simple documents
FNSACC302A Administer subsidiary accounts and ledgers
FNSACC303A Perform financial calculations
FNSACC401A Process business tax requirements
FNSACC402A Prepare operational budgets
FNSACC405A Maintain inventory records
FNSBKG405A Establish and maintain a payroll system *
FNSACM401A Evaluate and authorise payment requests
FNSORG505A Prepare financial reports to meet statutory requirements
FNSORG506A Prepare financial forecasts and projections

*The unit FNSBKG405A Establish and maintain a payroll system is required for students seeking Business Activity Statement (BAS) agent registration. BC recommends students complete this unit.



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