

ACCOUNTING PRINCIPLES SKILL SET (FNSSS00014)

The FNSSS00014 - Accounting Principles Skill Set is a comprehensive course that provides learners with the foundational knowledge and skills required to effectively manage financial records and perform basic accounting tasks. This skill set is designed for individuals who are interested in pursuing a career in accounting, finance, or related fields, or for those who want to enhance their existing accounting skills.

The course covers key concepts and principles of accounting, including financial statements, recording financial transactions, preparing financial reports, and managing financial records. Learners will develop an understanding of the fundamental accounting concepts and learn how to apply them in practical scenarios. The course also emphasises the use of relevant accounting software and tools to manage financial information effectively.

UNITS OF COMPETENCY

- FNSACC321 - Process financial transactions and extract interim reports
- FNSACC322 - Administer subsidiary accounts and ledgers
- FNSACC418 - Work effectively in the accounting and bookkeeping industry
- FNSACC421 - Prepare financial reports
- FNSACC426 - Set up and operate computerised accounting systems
- FNSTPB411 - Complete business activity and instalment activity statements
- FNSTPB412 - Establish and maintain payroll systems

ENTRY REQUIREMENTS

To enrol into this course, the following requirements must be met:

- You must be 18 years of age or older at the time of enrolment and must have sufficient English language skills to complete the course.
- You should possess basic technological literacy and have access to the Microsoft Office suite or an equivalent software package.

COURSE DURATION

Students will have a maximum of six (6) months to complete the course.

DELIVERY MODE

Online / Self-Paced Study



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Throughout the course, learners will engage in a range of activities, including theoretical discussions, case studies, practical exercises, and assessments to reinforce their learning. They will also have the opportunity to develop critical thinking skills and problem-solving abilities, as well as enhance their communication and teamwork skills through group activities.

When you complete your Accounting Principles Skill Set (FNSSS00014) you'll be able to:

- Work as a qualified BAS Agent (TPB requirements to be met).
- Confidently complete payroll for your own business (and others).
- Apply to further your knowledge and industry expertise with a Certificate IV in Accounting and Bookkeeping.

WHAT DO YOU NEED TO DO WHEN YOU HAVE COMPLETED THIS COURSE?

Upon completion of the course, students will need to apply to the Tax Practitioners Board (TPB) for registration as a BAS agent. Once registered, BAS agents can provide BAS services. Other requirements apply, please visit the TPB website.

SOFTWARE / ACCOUNTING SOFTWARE

Students are to complete the course on Microsoft Word, Microsoft Excel and XERO (accounting software).

IS THE COURSE APPROVED BY THE TAX PRACTITIONERS BOARD OR TPB?

Yes, this course meets the education requirements of the Tax Practitioners Board for becoming a BAS Agent as a Tax Practitioners Board Approved course. We are listed on the TPB website. Other requirements apply, please visit the TPB website.



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CAREER OUTCOMES

284	19,492	2,720	
612	299	38,726	
911	647	564	1,360
210	965	1,230	19,441
3,254	201	1,854	292



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1

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2

ENROLMENT FORM

Complete the enrolment form sent in a link to your email.

3

START STUDYING

Congratulations, you can now start your course. Yes, it is that easy!

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