YOUR BUSINESS CAREER PATH STARTS RIGHT HERE!

WE ALSO OFFER THE FOLLOWING COURSES

CUA51015 Diploma of Screen & Media
CUA31015 Certificate III in Screen & Media
CUA50715 Diploma of Graphic Design
CUA30715 Certificate III in Design Fundamentals
MEM60112 Advanced Diploma of Engineering
MSA30208 Certificate III in Manufacturing Technology
30942 QLD Justice of the Peace (Qualified)

For Course Details and Enrolment Information Please Contact Our Friendly Staff for Assistance.

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PO Box 5060 Mount Gravatt East QLD 4122

CRICOS Code: 03469E
RTO No. 40730

www.aus-ias.edu.au

BUSINESS STUDIES
FNS40215 Certificate IV in Bookkeeping

About the Course

The Certificate IV of Bookkeeping is designed for students wanting to gain knowledge of bookkeeping. This course introduces the students to the knowledge and skills for an individual to be competent to manage small to medium bookkeeping system.

Our Certificate IV in Bookkeeping has thirteen units and includes the two units of competency required to become a BAS agent. These are the educational qualifications setout by the Tax Practitioners Board. We also offer an optional course for a certificate in MYOB.

Australian Institute of Advanced Studies (AIAS) offers this as a six month full-time course.

Pathways & Further Study

Upon successful completion of the Certificate IV in Bookkeeping students will be offered advanced standing into the Diploma of Business or a Diploma of Accounting. Students may also use the qualification to assist them in gaining employment within a small to large business.

This qualification is designed to reflect the job roles of contract bookkeepers and employees performing bookkeeping tasks for organisations in a range of industries.

Course Requirements

To be awarded the Certificate IV of Bookkeeping, competency must be achieved in thirteen (13) units of competency; (6) Core units (7) Elective units

Core Units

FNSBKG401 Develop and implement policies and procedures relevant to bookkeeping activities
FNSBKG404 Match IT needs with the strategic direction of the enterprise
FNSBKG405 Establish and maintain a payroll system
FNSINC401 Apply principles of professional practice to work in the financial services industry
BSBFIA401 Prepare financial reports
BSBITU306 Design and produce business documents

Electives

FNSBKG402 Establish and maintain a cash accounting system
FNSBKG403 Establish and maintain an accrual accounting system
FNSACC303 Perform financial calculations
BSBWRT301 Write simple documents
BSBITU402A Develop and use complex spreadsheets
FNSACC406A Set up and operate a computerised accounting system
BSBWHS201A Contribute to the health and safety of self and others

*The course unit selection may change without notice.

BSB50215 Diploma of Business

CRICOS Course: 089990K

About the Course

The Diploma of Business is the qualification to have if you want to secure entry into the dynamic and financially rewarding corporate business sector, if you are seriously considering a career in business, or want to start up on your own.

We cover the essentials you need as well as the in depth knowledge you require to further your ambitions. Are you choosing a promotion, a career switch or simply seeking to impress the boss with your knowledge of the latest spread sheeting or accounting software? We have the course for you.

Are you an entrepreneur with an idea for a start-up looking to acquire the business skills you need to setup and grow your business? We have the course for you.

Are you a recent school leaver interested in bridging into university by getting required credits or grades? We have the course for you.

Pathways & Further Study

Upon successful completion of the Diploma of Business students will be able to apply for university entry in a Business Degree. Students may also use the qualification to assist them in gaining employment within a small to large business.

Course Requirements

To be awarded a Diploma of Business, competency must be achieved in eight (8) units of competency; (8) Elective units of competency
No core units

Electives

BSBADMS06 Manage business document design and development
BSBEBUS01 Investigate and design e-business solutions
MEM16008A Interact with computing technology
BSBHRM506 Manage recruitment, selection and induction processes
BSBLDS02 Manage programs that promote personal effectiveness
BSBADV507 Develop a media plan
BSBADV510 Create mass electronic media advertisements
BSBWRT501 Write persuasive copy

CRICOS Course: 089988D

About the Course

The AUS-IAS Certificate III in Business Administration is packaged to include electives that prepare you for entry and advancement in the workforce. By course conclusion you should be able to confidently use practical and technical skills required in positions such as office receptionist, administrative assistant and other support positions. You should become an expert user of word, excel and PowerPoint. Be able to draft, format, amend, track changes and exercise version control over documents. You should be able to impress potential employers with your ability to undertake mail merge, send out standard letters to a client list, produce and manipulate data with Excel to produce graphical reports and be able to put them into a presentation. In addition you will gain an understanding of financial record keeping etc.

Having successfully completed this course you should be well appreciated for your broad range of skills and your ability to undertake a wide range of duties within a small or large business.

Pathways & Further Study

Upon successful completion of the Certificate III in Business Administration students will be offered advanced standing into the Diploma of Business. Students may also use the qualification to assist them in gaining entry level employment

Course Requirements

To be awarded a Certificate III in Business Administration competency must be achieved in thirteen (13) units of competency; (2) Core units (11) Elective units

Core Units

BSBITU307A Develop keyboarding speed and accuracy
BSBWHS201A Contribute to health and safety of self and others

Electives

BSBINF303A Handle receipt and despatch of information
BSBWOR204A Use business technology
BSBWRT301A Write simple documents
BSBITU303A Design and produce text documents
BSBITU306A Design and produce business documents
BSBITU309A Produce desktop published documents
BSBWOR301B Organise personal work priorities and development
BSBCUS301B Deliver and monitor a service to customers
BSBCMM301B Process customer complaints
BSBFIA301A Maintain financial records
BSBITU304A Produce spreadsheets

*Don’t just do a course... ...Get an education!*