



## ACCOUNTING AND BUSINESS COURSES



Accounting, business and marketing qualifications will provide you with a wide range of career options. From developing a business idea to ensuring the right people, processes and structures are in place to achieve a strategy, our courses are designed to teach you not only the fundamentals but also the problem solving, managerial and organisational skills needed to thrive in the global marketplace.



“During my course, I did many new activities that I really enjoyed. For example a reflective journal, where I wrote what I learnt that day. We also made a magazine, using different ways of communication like wiki, and we utilised a virtual platform with many resources for information. I gained a lot of new knowledge.

Another important experience for me was facing the challenge of studying something in another language, in another country and understand everything, whilst making lots of friends.”


**Adriana Gonzalez Herrera | Colombia**

BSB40120 Certificate IV in Business


# ACCOUNTING

Year 11 equivalent

**FNS40222 Certificate IV in Accounting and Bookkeeping**

 six months

**FNS50222 Diploma of Accounting**

 six months

All courses listed require an IELTS score (Academic) 6.0 with no band less than 5.0 or equivalent, unless otherwise stated.

 **UniPathways** — Start your studies at TAFE then continue to university with a UniPathway.

## FNS40222 Certificate IV in Accounting and Bookkeeping


TAFE ID: BHU1 | CRICOS code: 110029E

### Why choose this course?

Invest in an accounting and bookkeeping career with this qualification. This course will teach you the skills to complete business activity statement (BAS) for agents and contract bookkeepers, prepare financial reports, maintain computerised accounts and perform bookkeeping tasks for organisations in a range of industries.

Learn how to apply theoretical knowledge and specialist skills; to work autonomously; and to effectively complete a wide range of accounting and bookkeeping functions.

If you are seeking registration with the Tax Practitioner Board (TPB), we encourage you to check registration requirements as these are reviewed regularly. More details are available at [www.tpb.gov.au](http://www.tpb.gov.au)

College	February intake	July intake
North Metropolitan TAFE Perth campus		

### Course units

To achieve this qualification, you must demonstrate competency in 13 units comprising:

- » 10 core units; and
- » three electives.

### Core units

- » BSBTEC302 Design and produce spreadsheets
- » FNSACC321 Process financial transactions and extract interim reports
- » FNSACC322 Administer subsidiary accounts and ledgers
- » FNSACC412 Prepare operational budgets
- » FNSACC414 Prepare financial statements for non-reporting entities
- » 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

### North Metropolitan TAFE Perth campus

**Tuition fee** \$6,240 | **Resource fee** \$255 | **Materials fee** \$0  
**Duration** one semester (six months)

### Electives

- » BBSBTEC301 Design and produce business documents
- » BSBWRT311 Write simple documents
- » FNSACC323 Perform financial calculations

### Learning resources, facilities and equipment

Learning resources may include access to textbooks, computer software such as Xero or MYOB, Microsoft Word and Excel, websites, the Blackboard Learning Management System (LMS) PowerPoint presentations, handouts and learning guides.

Facilities and equipment may include access to computers, computer rooms, printers, projectors, classrooms with integrated financial software, classrooms suitable for team meetings and group work, library, bookshop, and internet access.

### Work placement information

There is no work placement requirement for this course.

### Career opportunities

- » Payroll clerk
- » Bookkeeper
- » Accounts clerk
- » Audit clerk

## FNS50222 Diploma of Accounting

TAFE ID: BHX1 | CRICOS code: 113113G



### Why choose this course?

Thrive in a career in business and accounting with this qualification. This course is perfect for people who want to elevate their skills to a management or executive level as it expands your business skills by performing a range of accounting tasks for organisations in a range of different industries.

This qualification includes units that comprise an approved Tax Practitioner Board (TPB) course in Australian taxation law and commercial law, which are relevant for registration as a tax agent. If you are seeking registration with the TPB, we encourage you to check registration requirements as these are reviewed regularly. More details are available at [www.tpb.gov.au](http://www.tpb.gov.au)

College	February intake	July intake
North Metropolitan TAFE Perth campus	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>



### Course units

To achieve this qualification, you must demonstrate competency in 11 units comprising:

- » seven core units; and
- » four electives.



### Core units

- » BSBTEC402 Design and produce complex spreadsheets
- » FNSACC521 Provide financial and business performance information
- » FNSACC522 Prepare tax documentation for individuals
- » FNSACC523 Manage budgets and forecasts
- » FNSACC524 Prepare financial reports for corporate entities

- » FNSACC526 Implement and maintain internal control procedures
- » FNSACC527 Provide management accounting information

### North Metropolitan TAFE Perth campus

**Tuition fee** \$6,240 | **Resource fee** \$240 | **Materials fee** \$140  
**Duration** one semester (six months)

### Electives

- » FNSACC412 Prepare operational budgets
- » FNSACC414 Prepare financial statements for non-reporting entities
- » FNSINC611 Apply economic principles to work in the financial services industry
- » FNSINC612 Interpret and use financial statistics and tools

### Learning resources, facilities and equipment

Learning resources may include access to textbooks, Microsoft Word and Excel, websites, Blackboard Learning Management System (LMS), PowerPoint presentations, handouts, key solutions, tax return templates, calculators and learning guides.

Facilities and equipment may include access to computers, computer rooms, printers, projectors, office equipment, technology, classrooms suitable for team meetings and group work, library, bookshop and internet access.



### Work placement information

There is no work placement requirement for this course.



### Career opportunities

- » Accounts clerk
- » Assistant accountant
- » Senior payroll officer



### UniPathway

Options available at [tafeinternational.wa.edu.au/unipathwayfinder](http://tafeinternational.wa.edu.au/unipathwayfinder)





# BUSINESS



All courses listed require an IELTS score (Academic) 6.0 with no band less than 5.0 or equivalent, unless otherwise stated.

**UniPathways** — Start your studies at TAFE then continue to university with a UniPathway.

## BSB40120 Certificate IV in Business

TAFE ID: BFR1 | CRICOS code: 107276E



### Why choose this course?

Gain a strong foundation in current business trends by enrolling in this qualification. During this course you will develop skills in business technologies, managing customer needs and feedback, developing and promoting products and services, work health and safety policies and working as part of a team.

You will also acquire valuable experience in making presentations to groups, administering projects, building relationships with colleagues and external stakeholders, developing work priorities, and sustainable work practices. By the end of this course you will have the ability to write complex documents, provide solutions to business problems and analyse and evaluate information from a variety of business sectors.

College	February intake	July intake
North Metropolitan TAFE Perth campus	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>



### Course units

To achieve this qualification, you must demonstrate competency in 12 units comprising:

- » six core units; and
- » six electives.



### Core units

- » BSBCRT411 Apply critical thinking to work practices
- » BSBTEC404 Use digital technologies to collaborate in a work environment
- » BSBTWK401 Build and maintain business relationships
- » BSBWHS411 Implement and monitor WHS policies, procedures and programs
- » BSBWRT411 Write complex documents
- » BSBXCM401 Apply communication strategies in the workplace

## North Metropolitan TAFE Perth campus

**Tuition fee** \$6,240 | **Resource fee** \$60 | **Materials fee** \$156  
**Duration** one semester (six months)

### Electives

- » BSBOPS302 Identify business risk
- » BSBPMM411 Make presentations
- » BSBPEF401 Manage personal health and wellbeing
- » BSBPEF402 Develop personal work priorities
- » BSBTEC403 Apply digital solutions to work processes
- » SIRXMKT002 Use social media to engage customers

### Learning resources, facilities and equipment

Learning resources may include access to the Blackboard Learning Management System (LMS), PowerPoint presentations and industry related website links. The simulated work environment is the main platform used for learning industry relevant skills.

Facilities and equipment may include access to computers, specialised software, whiteboards, projectors and business resources. An Office 365 account will also be available which includes email and access to a range of applications such as Teams, Forms, Tasks, Sway and OneDrive.



### Work placement information

There is no work placement requirement for this course however, this qualification is delivered in a simulated business environment where you will work collaboratively to complete tasks that simulate the workplace.



### Career opportunities

- » Office administrator
- » Office manager
- » Supervisor
- » Team leader

## BSB50120 Diploma of Business

TAFE ID: BFT3 | CRICOS code: 107938E



### Why choose this course?

Thrive in a career in business with this qualification. If you want to be an effective leader who inspires team members to exceed expectations, then this course will give you the skills to succeed.

During this course you will develop skills in business technologies, managing business operational plans, as well as budgets, financial plans and resources. You will also acquire valuable knowledge in critical thinking, emotional intelligence, and develop policies and procedures as a leader of an organisation.

You will have the opportunity to undertake project work, and gain crucial experience working in a simulated business called Greenglow, managing team effectiveness and workplace relationships.

College	February intake	July intake
North Metropolitan TAFE Perth campus	<input type="checkbox"/>	<input type="checkbox"/>



### Course units

To achieve this qualification, you must demonstrate competency in 12 units comprising:

- » five core units; and
- » seven electives.



### Core units

- » BSBCRT511 Develop critical thinking in others
- » BSBXCM501 Lead communication in the workplace
- » BSBFIN501 Manage budget and financial plans
- » BSBOPS501 Manage business resources
- » BSBSUS511 Develop workplace policies and procedures for sustainability

### North Metropolitan TAFE Perth campus

**Tuition fee** \$6,240 | **Resource fee** \$60 | **Materials fee** \$100

**Duration** one semester (six months)

### Electives

- » BSBLDR523 Lead and manage effective workplace relationships
- » BSBMKG541 Identify and evaluate marketing opportunities
- » BSBMKG549 Profile and analyse consumer behaviour for international markets
- » BSBOPS502 Manage business operational plans
- » BSBPMG430 Undertake project work
- » BSBTWK502 Manage team effectiveness
- » BSBWRT411 Write complex documents

### Learning resources, facilities and equipment

Learning resources may include access to the Blackboard Learning Management System (LMS), PowerPoint presentations and industry related website links. The simulated work environment is the main platform used for learning industry relevant skills.

Facilities and equipment may include access to computers, specialised software, whiteboards, projectors and business resources. An Office 365 account will also be available which includes email and access to a range of applications such as Teams, Forms, Tasks, Sway and OneDrive.



### Work placement information

There is no work placement requirement for this course, however this qualification is delivered in a simulated business environment where you will work collaboratively to complete tasks that simulate the workplace.



### Career opportunities

- » Executive officer
- » Office administrator
- » Office manager
- » Project administrator




### UniPathway

Options available at [tafeinternational.wa.edu.au/unipathwayfinder](https://tafeinternational.wa.edu.au/unipathwayfinder)


# BUSINESS — MARKETING AND COMMUNICATION

Year 11 equivalent

**BSB40820 Certificate IV in Marketing and Communication**

 six months

**BSB50120 Diploma of Business**

 six months

All courses listed require an IELTS score (Academic) 6.0 with no band less than 5.0 or equivalent, unless otherwise stated.

 **UniPathways** — Start your studies at TAFE then continue to university with a UniPathway.

## BSB40820 Certificate IV in Marketing and Communication

TAFE ID: BFS9 | CRICOS code: 106615K

### Why choose this course?

Build your knowledge and skills to start your career in the dynamic and fast-paced industry of marketing and communications with this qualification.

During this course you will develop fundamental skills including digital marketing, use of social media, researching consumer behaviour and creating presentations. In addition, you will learn how to establish networks and improve communication skills.

This qualification leads to a range of entry level roles within the marketing industry. This includes career pathways in advertising, research, public relations, promotions and media or even to establish your own business.

College	February intake	July intake
North Metropolitan TAFE Perth campus		

### Course units

To achieve this qualification, you must demonstrate competency in 12 units comprising:

- » six core units; and
- » six electives.

### Core units

- » BSBCMM411 Make presentations
- » BSBCRT412 Articulate, present and debate ideas
- » BSBMKG433 Undertake marketing activities
- » BSBMKG435 Analyse consumer behaviour
- » BSBMKG439 Develop and apply knowledge of communications industry
- » BSBWRT411 Write complex documents

### North Metropolitan TAFE Perth campus

**Tuition fee** \$6,240 | **Resource fee** \$60 | **Materials fee** \$365  
**Duration** one semester (six months)

#### Electives

- » BSBCRT413 Collaborate in creative processes
- » BSBMKG440 Apply marketing communication across a convergent industry
- » BSBMKG441 Develop public relations documents
- » BSBTWK401 Build and maintain business relationships
- » SIRXECM002 Prepare digital content
- » SIRXMKT002 Use social media to engage customers

#### Learning resources, facilities and equipment

Learning resources may include access to the Blackboard Learning Management System (LMS), Wikis, journals, discussion forums, lecturer presentations, handouts, organisational policies, procedures and protocols, templates, annual reports, marketing and strategic plans. You will also be provided with access to the Adobe Creative Suite while on campus.

Facilities and equipment may include access to simulated workplace environment where you will use to individual workstation computers, Microsoft Office suite with Teams, OneDrive and Outlook, printer, notice boards, whiteboards and projectors.

### Work placement information

There is no work placement requirement for this course. However this course has been designed to include the delivery of learning and practical activities within a simulated workplace environment. These work-based activities will ensure your knowledge and skills are well developed and appropriately applied.

### Career opportunities

- » Market research specialist
- » Marketing assistant
- » Social media officer




Students can continue to the **BSB50120 Diploma of Business** (see page 5)

#### Fee information

There are three types of fees required.

- » **Tuition** – International student tuition fees are set on a commercial basis and are paid as a whole of course fee.
- » **Resource** – These are mandatory fees paid to your TAFE college each semester. These fees are a fixed payment determined by each unit of enrolment. Resources fees are charged for items you will use during your course, for example if you are studying a hospitality course it will be the food that you use; or an art and design course may include paint.
- » **Materials** – These fees are for materials you will keep for use during and after your studies, for example personal protective equipment, text books, uniforms etc.

Tuition fees are current at the time of printing and reviewed annually. Resource and materials fees may apply and these vary between campus locations. For more information about fees please visit [tafeinternational.wa.edu.au/fees](https://tafeinternational.wa.edu.au/fees) .

#### Work placement hours

Work placement hours are subject to change and may vary between campus locations.

TAFE International Western Australia (TIWA) is the registered training organisation (RTO) and Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) provider for the delivery of training to international students enrolled in TAFE courses in Western Australia. These nationally recognised courses are delivered by Western Australian TAFE colleges on TIWA's behalf. TIWA retains responsibility for the quality of the training and assessment delivered by the TAFE colleges and for the issue of certification documentation to students.

TAFE International Western Australia, East Perth TAFE campus, Building B, Level 2, 140 Royal Street, East Perth WA 6004  
[tafeinternational.wa.edu.au](https://tafeinternational.wa.edu.au) | +61 8 9218 2100 | RTO provider number 52395 | CRICOS provider code 00020G | Issue date: 9 April 2024 | Version 1.2