



# Advanced Diploma of Accounting

(Course Code FNS60210 / CRICOS Code 076066J)

## Course Aims

The units of competencies in Advanced Diploma are those associated with the recognition as a qualified accountant. The roles and responsibilities of people working in this field include tax planning, financial management and modeling, auditing and corporate reporting. This qualification is designed to reflect the role of employees working in accounting and seeking professional identification.

## Course Structure

### AdDipAcc01

BSBFIA401A	Prepare financial reports
BSBITU306A	Design and produce business documents
BSBOHS303B	Contribute to OHS hazard identification and risk assessment

### AdDipAcc02

FNSACC301A	Process financial transactions and extract interim reports
FNSACC403A	Make decisions in a legal context
FNSACC404A	Prepare financial statements for non-reporting entities

### AdDipAcc03

FNSACC406A	Set up and operate a computerised accounting system
FNSACC501A	Provide financial and business performance information
FNSACC502A	Prepare income tax returns for individuals

### AdDipAcc04

FNSACC503A	Manage budgets and forecasts
FNSACC504A	Prepare financial reports for corporate entities
FNSACC506A	Implement and maintain internal control procedures

### AdDipAcc05

FNSACC507A	Provide management accounting information
FNSBKG404A	Carry out business activity and instalment activity statement tasks
FNSINC401A	Apply principles of professional practice to work in the financial services industry

### AdDipAcc06

FNSACC604A	Monitor corporate governance activities
FNSINC601A	Apply economic principles to work in the financial services industry
FNSINC602A	Interpret and use financial statistics and tools

### AdDipAcc07

FNSACC605A	Implement organisational improvement programs
FNSACC608A	Evaluate organisation's financial performance
FNSACC609A	Evaluate financial risk

### AdDipAcc08

FNSACC502A	Prepare income tax returns for individuals
FNSACC503A	Manage budgets and forecasts

## Modes of Study

On-site or Distance

## Teaching and Learning Strategies

- Hands-on practice
- Formal presentations



- Lectures
- Discussion groups
- Research assignments

### Assessment Methods

The achievement of competence will be assessed by a range of methods aiming at maximum flexibility and customization to address specific needs and learning situations. Assessment methods may include:

- Observations of ongoing activities in class
- Short formal and informal tests
- Presentation of portfolios
- Role-plays
- Observation of group discussion

### Duration

Full-time 2 years (including 1 year at certificate IV & diploma levels)

### Intake

Term1: 13/02/2012 - 15/02/2012  
Term2: 30/04/2012 - 01/07/2012  
Term3: 16/07/2012 - 16/09/2012  
Term4: 01/10/2012 - 02/12/2012