



Diploma of Accounting

(Course Code FNS50210/ CRICOS Code 076065K)

Course Aims

The aim of this course is to reflect the role of employees who perform assistant accounting duties involving supervision and control of accounting systems, maintaining internal control systems, preparation of financial statements for reporting entities, analysis of business performance, preparation of tax returns and management of small teams.

This qualification is designed to reflect the role of employees working in accounting who perform duties such as:

- introducing and maintaining accounting systems
- maintaining internal control systems
- preparing financial statements for a reporting entity
- preparing tax returns
- reporting on business performance
- managing small teams
- developing business plans
- preparing management accounting reports.

Course Structure

DipAcc01

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

DipAcc02

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

DipAcc03

FNSACC501A Provide financial and business performance information
FNSACC502A Prepare income tax returns for individuals
FNSACC503A Manage budgets and forecasts
FNSACC504A Prepare financial reports for corporate entities
FNSACC506A Implement and maintain internal control procedures

DipAcc04

FNSACC507A Provide management accounting information
BSBITU402A Develop and use complex spreadsheets
BSBWOR401A Establish effective workplace relationships
FNSACC505A Establish and maintain accounting information systems

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

Requirements to Receive the Qualification

Successful completion of this course provides student with the entry requirements to Advanced Diploma of Accounting.

Duration

Full-time 1 year (including 6 months at certificate IV level)

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