

# Diploma of Accounting

(Course Code FNS50204 / CRICOS Code 057039C)



## 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

### Industry Core Units

FNSICGEN301B	Communicate in the workplace
FNSICGEN302B	Use technology in the workplace
FNSICGEN304B	Apply health and safety practices in the workplace
FNSICIND401B	Apply principles of professional practice to work in the financial services industry

### Prerequisite Units

FNSICACC304B	Prepare and bank receipts
FNSICACC306B	Process journal entries
FNSACCT407B	Set up and operate a computerised accounting system
BSBADM408A	Prepare financial reports
BSBCMN308A	Maintain financial records

### Sectoral Core Units

FNSACCT502B	Prepare income tax returns
FNSACCT503B	Manage budgets and forecasts
FNSACCT504B	Prepare financial reports for a reporting entity
FNSACCT506B	Implement and maintain internal control procedures
FNSACCT507B	Provide management accounting information

### Electives

FNSACCT501B	Provide financial and business performance information
FNSICORG516B	Prepare financial reports to meet statutory requirements
FNSICORG517B	Prepare financial forecasts and projections
FNSACCT404B	Make decisions within a legal context

## Modes of Study

Face to face delivery.

## Teaching and Learning Strategies

- Hands-on practice
- Formal presentations
- Lectures
- Discussion groups
- Research assignments

## Assessment Methods

Competence will be assessed by a range of methods aiming at maximum flexibility and customization to address specific needs and leaning situations

- Observation of ongoing activities
- Short formal and informal tests
- Presentation of Portfolios
- Role plays
- Observation of group discussion
- Examinations

## Requirements to Recieve the Qualification

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

## Duration

Full-time 1 year or 6 months after completion of Certificate IV in Financial Services (Accounting)

## 2010 Intakes

15th February | 3rd May | 19th July | 4th October

## Course Fees

\$9,200\* p.a  
\*Other fees may apply

## Prerequisites:

Successful completion of Year 12 or equivalent AND;

Successful completion of Certificate IV in Financial Services (Accounting);

**International students:** English language skills at least equivalent to IELTS 5.5 OR IELTS 5.0 with maximum 20 weeks ELICOS course OR Advanced level at Oxford English Language Centre.

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[http://www.ozford.edu.au/List\\_of\\_Business\\_Courses.html](http://www.ozford.edu.au/List_of_Business_Courses.html)