ACCM College

Accounting and Finance Courses Timetables

Starting a career in the Accounting or Finance industry takes a solid foundation. Our program is designed to provide the practical skills and real-world knowledge that will make that goal a reality.

RTO Code: 1441

You can find more information on all available courses by heading over to our website **www.accm.edu.au**

IF YOU WANT TO STUDY ———————

WE WANT TO HELP

The ACCM College Course Timetables on the following pages outline all of the Accounting and Finance qualifications available through ACCM.

If you would like to discuss any aspect of a Traineeship or qualification, please let me know by writing info@accm.edu.au or call me on 1300 515 321.

As the Director of Client Relations, my role is to ensure your experience and your staff's learning journey is a great one - from sign-up to graduation.

I will *personally* do all I can to help set you and your staff up for success.

Tania Holmes
Director of Client Relations

CERTIFICATE III IN ACCOUNTS ADMINISTRATION
FNS30322

Building a strong foundation in Accounts clerical skills and Accounts Payable and Receivable.

COURSE DESCRIPTION:

This qualification is designed for staff entering the Accounting industry and looks at the tasks of accepting and processing payments into an accounts software package and paying business bills.   Either the MYOB/XERO trial version programs are selected for use during enrolment.

SUBJECT (descriptions in glossary)	UNIT	CODE	DURATION (weeks)
Perform Financial Calculations	• Perform financial calculations	FNSACC323	4
Practical Word Processing	• Design and produce business documents	BSBTEC301	5
Paying Business Bills with MYOB/XERO	• Process authorised payments	FNSACM313	5
Issuing Customer Invoices with MYOB/XERO	• Process and manage payments	FNSACM311	5
Bank Reconciliation with MYOB/XERO	• Reconcile financial transactions	FNSACM312	4
MYOB/XERO - Computerised Accounting	• Conduct business activities using a computerised accounting system • Administer subsidiary accounts and ledgers	FNSACC314 FNSACC322	4
Accounting - Step by Step	• Process financial transactions and extract interim reports	FNSACC321	8
Practical Spreadsheets	• Design and produce spreadsheets	BSBTEC302	3
Working and Communicating Effectively in Accounts Roles	• Engage in workplace communication • Work together in the financial services industry	BSBXCM301 FNSINC311	5

CERTIFICATE IV IN ACCOUNTING AND BOOKKEEPING

FNS40222

Delivering the specialist Accounting and Bookkeeping skills your business demands

COURSE DESCRIPTION:

This higher-level qualification covers manual double entry bookkeeping and computerised accounting. It covers key functions such as accounts payable and receivable, bank reconciliation, processing journals, payroll, preparing financial statements and preparing a BAS. Either the MYOB/XERO trial version programs are selected for use during enrolment.

SUBJECT (descriptions in glossary)	UNIT	CODE	DURATION (weeks)
Perform Financial Calculations	• Perform financial calculations	FNSACC323	4
Authorising Business Bills with MYOB/XERO	• Authorise valid expense payments	FNSACM411	6
Practical Spreadsheets	• Design and produce spreadsheets	BSBTEC302	4
Business Tax Obligations	• Complete business activity & instalment activity statements • Process business tax requirements	FNSTPB411 FNSACC411	8
Accounting - Step by Step	• Process financial transactions and extract interim reports	FNSACC321	10
Set Up and Maintain a MYOB/ XERO Accounting System	• Set up and operate computerised accounting systems • Administer subsidiary accounts and ledgers	FNSACC426 FNSACC322	7
Operating in the Accounting Industry	• Work effectively in the accounting and bookkeeping industry	FNSACC418	4

CERTIFICATE IV IN ACCOUNTING AND BOOKKEEPING

FNS40222   Continued

SUBJECT (descriptions in glossary)	UNIT	CODE	DURATION (weeks)
Budgeting	• Prepare operational budgets	FNSACC412	5
Payroll - MYOB/XERO	• Establish and maintain payroll systems	FNSTPB412	6
Financial Statements and Reports	• Prepare financial reports • Prepare financial statements for non-reporting entities	FNSACC421 FNSACC414	6

CERTIFICATE III IN FINANCIAL SERVICES
FNS30122

Delivering the specialist Accounting and Bookkeeping skills your business demands

COURSE DESCRIPTION:

This higher-level qualification covers manual double entry bookkeeping and computerised accounting. It covers key functions such as accounts payable and receivable, bank reconciliation, processing journals, payroll, preparing financial statements and preparing a BAS. Either the MYOB/XERO trial version programs are selected for use during enrolment.

SUBJECT (descriptions in glossary)	UNIT	CODE	DURATION (weeks)
Work Together in Financial Services	• Work together in the financial services industry	FNSINC311	7
	• Work effectively with others	BSBTWK201	
Engage with Customers in Financial Services	• Deliver and monitor a service to customers	BSBOPS304	6
	• Engage with customers	BSBOPS202	
	• Provide ancillary products and services that meet client needs	FNSSAM311	
Perform Financial Calculations	• Perform financial calculations	FNSACC323	5
Effective Work Practices	• Organise personal work priorities	BSBPEF301	5
	• Develop self-awareness	BSBPEF302	
	• Work effectively in business environments	BSBOPS201	
Practical Spreadsheets	• Design and produce spreadsheets	BSBTEC302	6

SUBJECT (descriptions in glossary)	UNIT	CODE	DURATION (weeks)
Use Business Systems	• Collect and record data	BSBDAT201	6
Maintain Workplace Safety and Wellbeing	• Assist with maintaining workplace safety • Support personal wellbeing in the workplace	BSBWHS311 BSBPEF201	5
Maintain Workplace Safety and Wellbeing	• Assist with maintaining workplace safety • Support personal wellbeing in the workplace	BSBWHS311 BSBPEF201	5
Business Records Systems and Information	• Maintain business records • Organise workplace information	BSBINS309 BSBINS302	6
Anti-Money Laundering Laws and Banking Deposit Products	• Process customer accounts • Apply and maintain knowledge of financial products and services	FNSRTS315 FNSINC412	7

GLOSSARY OF ACCOUNTING SUBJECTS

Subject Description

Accounting - Step by Step

This subject teaches double entry accounting techniques so that learners have the skills and knowledge required to prepare journal entries, post journal entries to ledgers, prepare banking data, reconcile financial receipts and extract a trial balance and interim reports. The subject also looks at the manual accounting steps involved and how accounting packages process general journals.

Authorising Business Bills with MYOB/XERO

This subject examines how to authorise and process payments such as supplier bills and reimbursements. It provides an overview of how computerised accounting software can be used to record, authorise and process payments. This subject looks at the basic payment functions that are found in MYOB/XERO applications. This subject is practical in nature and uses the activities undertaken found in accounting software (using MYOB/XERO trial versions).

Bank Reconciliation with MYOB/XERO

Bank reconciliation requires the skills to carefully receive, identify and record receipts and match receipts to invoices. This subject looks at bank reconciliation functions using accounting software found in MYOB/XERO (trial versions). Students will identify and learn the steps to be followed and how to action discrepancies properly and promptly.

Budgeting

The budgeting process is covered in depth in this critical subject. Staff will have the opportunity to develop forecasting skills for preparing sales, cash and operating budgets. Students will also learn how to produce budgeted financial statements which are useful for estimating the financial results, financial position and cash flows of a business.

Business Tax Obligations

This subject provides an overview of Australia's taxation system and covers important concepts such as the Tax File Number System, Pay as You Go (PAYG), GST, payroll tax, fringe benefits tax and Business Activity Statements (BAS). The practical components will provide your staff with valuable experience in completing several BASs for a range of different types of businesses

Financial Statements and Reports

Upon completion of this very practical subject, learners will be able to prepare profit and loss statements and balance sheets in line with reporting obligations and regulations. Learners will also be given step by step guidance on how to record end of period adjustments, apply depreciation, close journal entries and produce trial balances

Issuing Customer Invoices with MYOB/XERO

Learn the skills and knowledge required to correctly allocate payments, reconcile accounts and maintain customer details. This accounts clerical subject looks at the issuing of invoices and the receipting of payments using the MYOB/XERO trial version. Students will also learn how to interpret a trade debtors report. This subject is practical in nature and uses the practical activities undertaken found in accounting software (using MYOB/XERO trial versions).

MYOB/XERO - Computerised Accounting

This subject builds on earlier subjects to further develop the learner's computerised accounting skills. Learners will be required to process accounts payable and receivable, process adjustments, maintain subsidiary ledgers by correct payment and receipt allocation, and prepare reports. Key support tasks like actioning bad debts is also addressed in this subject using the MYOB/XERO trial version.

Operating in the Accounting Industry

This subject covers the skills and knowledge needed to work effectively in the accounting and bookkeeping industry. It covers the various roles and responsibilities within the industry including the need for sound, ethical practices. Staff will learn the decision making skills, budgeting and cost benefit analysis to introduce new technology (such as cloud accounting). Finally professional development and opportunities are addressed to round out this useful subject.

Paying Business Bills with MYOB/XERO

This subject examines how to process payments such as supplier bills and provides an overview of how computerised accounting software can be used to record and process payments. This includes the basic payment functions available in MYOB/XERO. This subject is practical in nature and uses the practical activities undertaken found in accounting software (using trial versions).

Payroll - MYOB/XERO

Processing and maintaining payroll requires a thorough understanding of the vast array of legislation that underpins the process itself. In this subject, your staff will not only learn how to calculate minimum rates of pay, penalty rate loadings, overtime, sick and annual leave, but also to set up, maintain and process pays through a payroll system using MYOB/XERO trial versions.

Perform Financial Calculations

Financial calculations are part of every day life in a financial institution. This subject covers a wide variety of routine calculations such as depreciation, GST and interest rates required in many finance roles. It also covers methods for checking calculation outcomes, software and online tools, and strategies for the detection of accounting errors.

Practical Spreadsheets

In this introductory subject, staff will learn the fundamentals of working with Excel, working with tables and using formulas. Content also covers ways to design spreadsheets to improve the layout of information, as well as how to create meaningful graphs or charts. Note this subject only supports the Microsoft Office application Excel.

Practical Word Processing

In this introduction to word processing your staff will learn/develop key word processing skills that will allow learners to create, style and prepare business documents. Learners will also gain the experience to move, add text and use formatting techniques through practical activities. Learners will use Microsoft Word to prepare required documents using specific word processing features.

Set Up and Maintain a MYOB/XERO Accounting System

Your staff will gain real experience using computerised accounting software systems (MYOB/XERO). This includes basic functions such as processing invoices, maintaining customer and supplier information and generating financial reports. Learners will also be required to create a chart of accounts, keep track of inventory and maintain subsidiary ledgers. Finally, staff will learn the tips and shortcuts that will help increase their system efficiency overall.

Working and Communicating Effectively in Accounts Roles

This subject delivers the range of skills necessary to work effectively in the Accounting sector. Beginning with an overview of the role of accounting within the banking, insurance and business environments of the industry, this subject addresses the key elements of a successful career, including time management, using performance feedback to best advantage, following work place standards and safety obligations, working cooperatively and dealing effectively with a range of challenges.

GLOSSARY OF FINANCE SUBJECTS

Subject Description

Accounting - Step by Step

This subject teaches double entry accounting techniques so that learners have the skills and knowledge required to prepare journal entries, post journal entries to ledgers, prepare banking data, reconcile financial receipts and extract a trial balance and interim reports. The subject also looks at the manual accounting steps involved and how accounting packages process general journals.

Authorising Business Bills with MYOB/XERO

This subject examines how to authorise and process payments such as supplier bills and reimbursements. It provides an overview of how computerised accounting software can be used to record, authorise and process payments. This subject looks at the basic payment functions that are found in MYOB/XERO applications. This subject is practical in nature and uses the activities undertaken found in accounting software (using MYOB/XERO trial versions).

Bank Reconciliation with MYOB/XERO

Bank reconciliation requires the skills to carefully receive, identify and record receipts and match receipts to invoices. This subject looks at bank reconciliation functions using accounting software found in MYOB/XERO (trial versions). Students will identify and learn the steps to be followed and how to action discrepancies properly and promptly.

Budgeting

The budgeting process is covered in depth in this critical subject. Staff will have the opportunity to develop forecasting skills for preparing sales, cash and operating budgets. Students will also learn how to produce budgeted financial statements which are useful for estimating the financial results, financial position and cash flows of a business.

Business Tax Obligations

This subject provides an overview of Australia's taxation system and covers important concepts such as the Tax File Number System, Pay as You Go (PAYG), GST, payroll tax, fringe benefits tax and Business Activity Statements (BAS). The practical components will provide your staff with valuable experience in completing several BASs for a range of different types of businesses

THE ACCM ENROLMENT PROCESS
We make getting started easy

ONCE YOU REVIEW THE AGREEMENT JUST FORWARD LINK TO YOUR TRAINEE

YOUR TRAINEE ENROLS ONLINE IN LESS THAN 10 MINUTES

OUR SERVICE ONE TEAM WILL MAKE A WELCOME CALL TO YOUR TRAINEE AND SCHEDULE THEIR INDUCTION

YOUR TRAINEE LOGS ON TO WEBCLASS AND WATCHES OUR WELCOME VIDEO THAT EXPLAINS WHAT COMES NEXT

YOUR TRAINEE COMPLETES THE INITIAL SKILLS ASSESSMENT ON WEBCLASS AND SUBMITS THEIR ID

YOU AND YOUR TRAINEE DETERMINE ELECTIVE CHOICES (IF REQUIRED)

OUR SERVICE ONE TEAM COMPLETES THE INDUCTION BY PHONE AND CONFIRMS LLN* AND COURSE SUITABILITY

SERVICE ONE SENDS THE GOVERNMENT TRAINING PLAN TO BE SIGNED BY YOU AND YOUR TRAINEE

TRAINEE STARTS COURSE WORK ON THEIR FIRST SUBJECT

SERVICE ONE MONITORS PROGRESS AND CONTACTS TRAINEE WEEKLY FOR FIRST 3-4 WEEKS TO OFFER SUPPORT

YOUR TRAINEE'S PRIMARY TRAINING ADVISER TAKES OVER AT 4-5 WEEKS OFFERING SUPPORT AND COACHING UNTIL COMPLETION

* LLN - to determine Language, Literacy and Numeracy suitability

KEEPING YOU IN THE LOOP
EMPLOYER DASHBOARD

Traineeships are an investment in time, effort and resources for your organisation.

We know engaged employers will want to know how those investments are progressing.

Our experience has shown your involvement is key to your Trainee's success.

However, to be effective you need the most current and accurate information.

ACCM's web-based Employer Dashboard gives you that visibility 24/7... in real time.

- Daily questions completed
- Overall course progress
- Course Start and End dates
- Full course timetable and due dates
- Live Assessment results
- Log-in times/dates

USE THIS QR CODE TO SEE OUR EMPLOYER DASHBOARD IN ACTION!

Your Trainee's Student Training Adviser will also assist with detailed progress updates, study strategies and motivational support to help drive strong results.

You can also *always* speak to me, and I will help.

Cherie McGregor
Director of RTO Operations

TRAINEESHIPS - GETTING STARTED
The process is straight-forward and help is waiting

Your Apprentice Connect Australia Provider and ACCM College are there to help you

What is an Apprentice Connect Australia Provider?

The Provider you choose is contracted by the government to be the official "go-between" for you, government agencies and ACCM College. Your Provider will help with course selection, completing the training contract, registration with state/territory governments and supporting the Traineeship until completion.

1. CONTACT YOUR PROVIDER*

Your staff must be registered with the government within the first 3 months of employment to be eligible for a Traineeship.

2. CHOOSE THE RIGHT COURSE

Select the right qualification for your new Trainee. Your Provider and ACCM College can help you with any and all questions.

3. SIGN THE TRAINING CONTRACT

Your Provider will help you and your Trainee complete the Training Contract. They will submit this to State/Territory Training for you.

4. ENROL TRAINEE WITH ACCM

We will send you a link for your Trainee to enrol. Once enrolled, you will both be asked to sign a Training Plan.

5. RECEIVE ON-GOING PROVIDER SUPPORT

Your Apprentice Connect Australia Provider will check in on your Trainee during their Traineeship and will always be available for assistance.

6. FINALISING THE TRAINING CONTRACT

When the time comes, your Provider will help you finalise the Traineeship Contract with the government.

* To be registered as a New Entrant Trainee,
a new employee must be registered as a trainee within 3 months
of commencing work, or within 12 months for part-time employees.