



Diploma of Accounting

FNS50217

A photograph showing a person's hands using a red pen to write on a notebook. The notebook is open to a page with a complex diagram or flowchart. In the background, a laptop is visible on a desk. The image is overlaid with a semi-transparent blue gradient.

**ADVANCED ACCOUNTING SKILLS THAT
DELIVER BUSINESS NEEDS**



About This Course

If you would like to gain a more in-depth understanding of business tax, tax returns and the principles of company accounting, then the Diploma of Accounting is the qualification you need. It will also expand your knowledge around the preparation of budgets and forecasts, and provide an increased awareness of internal control procedures within an organisation. Note entry prerequisites apply to this Diploma.

All accounting courses from The Australian College are delivered online and are fully supported by specialist and experienced Student Advisers and the latest textbooks and resources. This means that when you enrol in the Diploma of Accounting you will receive a high quality, flexible learning program giving you the freedom to complete the course at a time and place convenient to you. The Diploma of Accounting is an advanced level accounting course and does require some pre-knowledge of double entry accounting.

Subject Choices

- Spreadsheets - Advanced.
- Financial Budgets
- Internal Controls
- Understanding Tax Returns
- Financial Accounting
- Company Accounting
- Management Accounting
- Accounting Business Operations

Key Course Facts

Start Date:

Start immediately

Duration:

Complete within 24 months

Delivery Options:

On-line/Correspondence

Group Training:

Contact the College for Availability

Course Fees: \$7,500 All materials provided at no extra cost

The course fees may vary if you are a trainee or if the state that you reside in has a subsidised training opportunity. Refer to the tables below.

New Entrant Traineeship Fees for this Qualification:

NSW	ACT	NT	QLD	SA	TAS	VIC	WA
N/A	\$4,080	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	N/A

Existing Worker Traineeship Fees for this Qualification:

NSW	ACT	NT	QLD	SA	TAS	VIC	WA
N/A	\$4,080	N/A	\$7,500	\$7,500	N/A	\$7,500	N/A

School Based Traineeship Fees for this Qualification:

NSW	ACT	NT	QLD	SA	TAS	VIC	WA
N/A							

Subsidised Training Options for this Qualification *

NSW	ACT	NT	QLD	SA	TAS	VIC	WA
\$2,530	N/A						

* NSW fee listed is for the Smart and Skilled category 'no prior qualification'. A fee increases of 15-17% applies to those who have completed a qualification previously. This training is subsidised by the NSW Government.

* Jobs & Skills WA courses are subsidised by the Department of Training and Workforce Development. The Student tuition fees are indicative only and are subject to change given individual circumstances at enrolment. Additional fees may apply such as Student service and resource fees.

** Subject to eligibility and availability at the time of enrolment

Entry Requirements

Past Work Experience

In addition to completion of the Certificate IV or equivalent skillset, you also need to have relevant work experience.

Prior Studies: Accounting Principles Skill Set

Students wishing to enrol in the Diploma of Accounting FNS50217 must first complete, or have completed, the following six units, or their equivalent, which constitute the requirements for the FNSSS00014 Accounting Principles Skill Set:

- FNSACC311 Process financial transactions and extract interim reports
- FNSACC312 Administer subsidiary accounts and ledgers
- FNSACC408 Work effectively in the accounting and bookkeeping industry
- FNSACC416 Set up and operate a computerised accounting system
- FNSTPB401 Complete business activity and instalment activity statements
- FNSTPB402 Establish and maintain payroll systems

OR

- Completion of FNS40615 Certificate IV in Accounting or equivalent

OR

- Completion of FNS40215 Certificate IV in Bookkeeping or equivalent

Reading and Writing Skills

The Diploma of Accounting is an on-line correspondence course so you need to have average English reading and writing skills, or higher. As a guide - you should have completed Year 12 schooling, or have sound workplace written communication skills.

Spoken English Skills

Some components of this course have practical components where students will be required to demonstrate verbal communication skills as part of their assessments. Average English skills are necessary to complete these components successfully.

Numeracy Skills

Numeracy skills are required at an average level or higher eg completion of Year 12 maths and the ability to use a calculator and include understanding of fractions and percentages and knowing when and how to perform multistep calculations.

Computer and Internet

- Access to a Desktop Computer or Laptop
- Internet access with Internet Explorer 8+, Chrome or Firefox
- Microsoft Office 2010 Word and Subject specific Office products for chosen electives (ie Excel, Powerpoint, Publisher)
- ability to access/ instal trial versions of accounting software for selected electives

Other Requirements

- Ability to study and conduct assessments in a safe environment
- trial accounting software resets every 30 days so students must be able to complete those assessments within a more restricted timeframe

Subject Descriptions

Core Subjects:

Spreadsheets - Advanced.

This advanced subject allows you to build on the basics of working with excel and creating formulas. You will learn how to best layout and show information and create charts, as well as save and store workplace documents safely, efficient computing and hazard identification. You will also learn time saving functions such as named ranges, linking and consolidating data, data tables, array formulas, data validation, macros, templates and cell protection.

Unit(s):

BSBITU402 - Develop and use complex spreadsheets

Financial Budgets

The budgeting process is covered in depth in this diploma level subject. You will get the opportunity to develop your forecasting skills as you prepare sales, cash and operating budgets. You 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.

Unit(s):

FNSACC513 - Manage budgets and forecasts

FNSACC412 - Prepare operational budgets

Internal Controls

Internal controls are a very important function of any business. They are an essential means of safeguarding a business's assets and resources. You will learn about specific controls that should be introduced into every accounting system as well as fraud and fraud detection and auditing and corporate governance.

Unit(s):

FNSACC516 - Implement and maintain internal control procedures

Understanding Tax Returns

Our Tax Returns module provides a very comprehensive insight into the world of income tax. You will learn about taxable income and the deductions that apply in particular circumstances. There are several case studies that play an important part in helping you to consolidate your knowledge so that tax returns are not only accurate but claim for the maximum tax benefit available.

Unit(s):

FNSACC512 - Prepare tax documentation for individuals

Financial Accounting

The focus of this subject is to analyse business accounts so that you can provide financial and business information that helps business operations. It looks at key business ratios and the key principles of cash flow and budgetary control. Activities require you to assess taxation, risk, compliance and business viability issues faced by businesses and present the information as a formal report.

Unit(s):

FNSACC511 - Provide financial and business performance information

Company Accounting

This specialist accounting diploma subject looks at the unique requirements of company accounting, including the accounting processes for starting a company, raising funds and preparing financial statements and consolidated financial statements. You will also learn about the requirements for company reporting and company tax reporting. Note: The module Financial Statements or the equivalent is a pre-requisite for this subject.

Unit(s):

FNSACC514 - Prepare financial reports for corporate entities

FNSORG505 - Prepare financial reports to meet statutory requirements

Management Accounting

This module outlines the skills and knowledge required to gather, record and analyse operating and cost data, prepare budget reports and review costing systems integrity to calculate and record the costs of products and services.

Unit(s):

FNSACC517 - Provide management accounting information

Accounting Business Operations

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 and the expectation in relation to ethical practices. It is an aid for decision making in terms of budgeting and cost benefit analysis for the introduction of new technology such as cloud accounting as well how you can promote your product, get the most out of feedback and your requirement to maintain your professional development.

Unit(s):

FNSACC408 - Work effectively in the accounting and bookkeeping industry

BSBITU422 - Use digital technologies to collaborate in the workplace

Service Guarantees

Quality Training Provider

ACCM has a history of satisfied students and clients and repeat business. Our testimonials on our website are genuine and the type of feedback we receive daily. We are so confident that you will be pleased with the College service, that we guarantee it.

Speedy Paper-less Enrolment

Enrolment Applications are accepted 24/7 online. Be fully enrolled in your course in 7 minutes! For customised or employment based courses and traineeships contact us and we will send you a customised enrolment page by email.

Start Anytime - Immediate Enrolment

Within 30 minutes of applying to enrol, your personal log-on details are emailed to you. This gives you access to our on-line system Webclass. Login to Webclass and complete the administrative items. Once you have completed these items a College Student Adviser will phone you to discuss your needs, course requirements, suitability and electives. You will then have access to the first study module via WebClass.

Industry Expert Student Adviser

You will be allocated your own industry experienced Student Adviser. While they will personally manage your program; you will also benefit from the College team around them to provide expert assistance in all subject areas.

Prompt Results and Feedback

All assessments are promptly returned (via Webclass) with detailed feedback and encouragement. Our goal is to have them back to you in a week or less. In the meantime you can progress to your next subject.

Personal Contact for the Right Start

Your College Student Adviser will phone you to welcome you to the course and ensure that you understand the best way to make progress in your course. They will also assist you with any questions you may have.

They will be in regular contact with you, especially at the start of your course, to offer motivation, support and guidance.

For employment based enrolments they will also make contact with your work supervisors to address any questions they may have.

Pro-active Learner Support

The support won't stop! Contact from your College Student Adviser will continue every month, based on the level of help you need.

Of course, at any time you can call us to get help. Get immediate assistance over the phone and by email. If immediate assistance is unavailable for any reason, we will make sure a qualified Student Adviser is in contact with you no later than the next business day.

Quality Course Materials

Our step by step course materials have been written by industry experts specifically for the College. They will give you all of the relevant learner information you need to succeed in your course.

The resources simplify industry jargon and concepts, give you industry insight and understanding, and focus on current real world business practices.

Employer Progress Updates

For employment based enrolments all supervisors will have access to an online progress report showing the current status of all learners. We understand that it's essential to keep you up to date so we will prompt you each month to access your report.
