



## Advanced Diploma of Accounting (FNS60204)



The Advanced Diploma of Accounting is a full-time course which is delivered in 4 terms over one year (45 weeks - full time). The content of the course includes all of the underpinning skills and knowledge required to support learning at the Advanced Diploma level, including opportunities for practice of skills in a workplace.

### Vocational Outcome

Graduates of this course meet the necessary requirements to become an Accountant. On successful completion of this course graduates will be able to effectively perform in areas including Managerial Accounting, Internal Control, Payroll, Budgeting and Forecasting, Financial Reporting and Taxation Planning and evaluation and other senior positions within the accounting sector.

### Qualifications

Graduates completing all components of the course and demonstrating competence in all units, will be awarded a nationally recognised Advanced Diploma of Accounting (FNS60204). A nationally recognised Statement of Attainment will be issued where the full requirements have not been met.

### Career Opportunities

The main career focus for graduates of this course is to become an Accountant. Industry Recognition Completion of the Advanced Diploma of Accounting equips you with the academic requirements to become an Associate Member of the National Institute of Accountants.

### Entry Requirements

The entry requirement for this course is the completion of NSW Higher School Certificate or its equivalent or mature age entry. In addition, this course requires students to have completed the five prerequisite units listed below. Students who do not have these prerequisites are able to complete them as part of their studies at Australian Careers Business College.

### Five Prerequisite Units

FNSACCT502A	Prepare income tax returns
FNSACCT503A	Manage budgets and forecasts
FNSACCT504A	Prepare financial reports for a reporting entity
FNSACCT506A	Implement and maintain internal control procedures
FNSACCT507A	Provide management accounting information

### University Options

Students wishing to pursue University after completing studies at Australian Careers Business College can do so in conjunction with various Universities and Educational Institutions. Depending on the student's results and the University selected, graduates may be eligible for up to one year's recognition.

### Recognition of Prior Learning (RPL)

Recognition of prior learning acknowledges skills, knowledge and competencies obtained through:-

- Formal training/study
- Work experience
- Life experience

Students are eligible to apply for RPL. An administration fee applies depending on the evidence supplied with the RPL application. Full details of the application process can be acquired from the student administration at the college.

### Credit Transfer (CT)

Australian Careers Business College recognises and grants credit transfer for nationally recognised qualifications from other RTO's through mutual recognition. An administration fee of \$100.00 applies. Full details of the application process can be acquired from the student administration at the college.

### Language Literacy and Numeracy (LLN) Skills

This course has been designed to redress any deficiencies in participants' key LLN skills and to develop the generic skills of teamwork, communication and problem solving that are highly valued by employers. As completion of the Higher School Certificate or equivalent is an entry requirement for the course, students will be expected to have LLN skills appropriate to this level.

### Course Delivery

The course is delivered by a combination of lectures and tutorial sessions. The lectures are designed to explain the elements and criteria of each unit of competency.

### Assessment

Assessment methods for this course are a combination of written tests, case studies, projects and assignments. Assessment may also include "integrated assessment" whereby a number of units of competency are assessed together.



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### Work Experience

Students enrolled in the Advanced Diploma of Accounting course are offered a one day a week work experience opportunity, which is organised by the college.

### Accreditation Status

The Australian Careers Business College is registered by NSW VETAB to train, assess and issue a nationally recognised qualification for this course.

### Learning Contract

Students enrolling into this course are required to enter into a learning contract, which sets out all the attendance, participation and study requirements. A copy of this contract, general student information and terms and conditions of can be obtained from the student administration at the college.

### Learning Resources

All equipment and resources are provided for students enrolling into this course including student handouts and assessment instructions (textbooks are subject to an additional cost). A list of prescribed textbooks for the course will be given to students during induction day. Students have access to college computer labs as well as the Internet (via an arranged timetable).

### Course Units of Competency

The following units are recommended to be undertaken prior to the advanced units of the course:

FNSICACC306A	Process journal entries
FNSACCT407A	Set up and operate a computerised accounting system
BSBADM408A	Prepare financial reports
BSBCM308A	Maintain financial records

#### (4) Four Industry Core Units

FNSICGEN301A	Communicate in the workplace
FNSICGEN302A	Use technology in the workplace
FNSICGEN304A	Apply health and safety practices in the workplace
FNSICIND401A	Apply principle of professional practice to work in the financial services industry

#### (5) Five Prerequisite Core Units

FNSACCT502A	Prepare income tax returns
FNSACCT503A	Manage budgets and forecasts
FNSACCT504A	Prepare financial reports for a reporting entity
FNSACCT506A	Implement and maintain internal control procedures
FNSACCT507A	Provide management accounting information

#### (1) One Sectoral Core Unit

FNSACCT604A	Monitor corporate governance activities
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#### (7) Seven Elective Units

FNSACCT603A	Implement tax plans and evaluate tax compliance
FNSACCT606A	Conduct internal audit
FNSACCT607A	Evaluate business performance
FNSACCT610A	Develop and implement financial strategies
FNSACCT501A	Provide financial and business performance information
FNSACCT505A	Establish and maintain accounting information systems
FNSICORG501A	Develop a budget



The Australian Careers Business College is registered by NSW Vocational Education and Training Accreditation Board (VETAB) to deliver selected nationally recognised qualifications.

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