



Providing Quality Adult Education

FNS50204 Diploma of Accounting



What does the course involve?

This Diploma course is an ideal lead into an accounting career, or a pathway to higher level study. This course provides up-to-date accounting and computer knowledge for those seeking employment in accounting or commercial firms or government departments. It would also be suitable for the accounting staff in a small business or potential/existing small business operators.

The course also provides a pathway to university with the successful graduates able to receive an 8 course exemption (equivalent to 12 months) at CQUniversity.

This program focuses on skills required for management and administration of accounting functions, including budgeting and forecasting, preparation of financial reports for reporting entities, internal control, preparation of income tax returns and legislative compliance.

The following are the units of competency that make up this qualification:

4 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

5 prerequisite units

FNSIACC304B Prepare and bank receipts
FNSIACC306B Process journal entries
FNSACCT407B Set up and operate a computerised accounting system
BSBADM408A Prepare financial reports
BSBCMN308A Maintain financial records

5 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

3 elective units

FNSACCT505B Establish and maintain accounting information systems
FNSICORG517B Prepare financial forecasts and projections
FNSACCT501B Provide financial and business performance information

What are my employment opportunities?

Graduates may undertake financial duties as a bookkeeper in a professional office or small business. This includes producing various management reports, managing and working within a small office and making decisions in a legal context.

Career Opportunities include: Commerce, banking, finance and insurance as an Assistant Accountant, Accounts Clerk and Payroll Officer in a small business.

How long does it take?

The course duration is 12 months. Courses commence in January and July. The course is 3 days per week full-time. Part-time delivery option may also be available.

Entry requirements

Students must comply with one of the following:

- Satisfactorily completed Year 12

AND/OR

- Demonstrate a maturity and personal ability to cope with the academic and professional requirements of the program.

Students must be competent in Literacy in order to fulfil course requirements. If you feel you have literacy needs that may impair your ability to work in this program please discuss this with an educator and an assessment interview can be arranged.

Support

King's undertakes a duty of care towards its student body and offers course counselling as required.



6 Ern Harley Drive, Burleigh , Queensland 4220

www.education.kings.net.au

Phone 07 5593 4386 Email: Kic@kings.net.au

Recognition of Prior Learning

Recognition of Prior Learning is the student's opportunity to have their prior skills and competencies recognised. These skills and competencies may relate to units you are about to commence and as a result can exempt you from studying these units. However, there is a cost related to obtaining Recognition of Prior Learning. The process requires students to gather evidence confirming their competency. An educator will advise you in this task. Enquire if you think you qualify.

Delivery Methods

Students will study full time or part-time at the College and the training comprises of classroom delivery on College grounds. Learning Guides, Videos and Competency Record Books will provide additional support to deliver these programs. Lectures, tutorials, demonstrations, guided practice, group work, role plays, reflections, are the main teaching-learning methods used by the College.

Also work experience in relevant workplaces is encouraged and the College's employment services department will assist with finding you placement.

Assessment Methods

The assessment criteria are identified in each module for each learning outcome. Assessment methods may include:

- practical application of knowledge and skills; problem solving on critical incidents in the work environment;
- oral or written presentations;
- short answer or oral knowledge tests;
- project and research tasks;
- practical observations;
- any other strategy that viably demonstrates attainment of learning outcomes

Costs & Further Information

\$ 7,800 Tuition, Resource and Placement Fees

This course has been approved for VET FEE-HELP which means that you can study now and pay later! For more information on VET FEE-HELP please visit our website.

<http://www.education.kings.net.au>