



*Providing Quality Adult Education*

CRICOS PROVIDER NO. 01740M

# FNS50204 Diploma of Accounting

## What does the course involve?

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

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. 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 potential for credits given for units completed. 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

- 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
- FNSACCT407B Set up and operate 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

## How long does it take?

The course will run for 54 weeks and is external on-the-job delivery. At the end of every unit there will be a test to gauge student competency as well as during the course there will be some assessments.



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## 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;

## Recognition of Prior Learning

Recognition of Prior Learning provides students an opportunity to have their current 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.

## Entry Requirements

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. Students younger than 18 years must have parental/guardian approval to attend this course.

## Support


Ongoing email and phone support is offered during the duration of the course.

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

## Costs & Further Information

There is a non-refundable enrolment fee required upon receipt of your enrolment form. Your place will not be confirmed unless this payment has been made. This fee applies to all courses.

Please contact the College to enquire about course fees and the next intake.

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KING'S INTERNATIONAL COLLEGE