Diploma of Accounting
FNS50215

ADVANCED ACCOUNTING SKILLS THAT DELIVER BUSINESS NEEDS
About This Course

Whether you are looking to expand your knowledge around the preparation of budgets and forecasts, want an increased awareness of internal control procedures within an organisation, or 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.

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

- Business Tax
- Journals and Ledgers
- Financial Statements
- Internal Controls
- Understanding Tax Returns
- Financial Accounting
- Company Accounting
- Financial Budgets
- More electives available
Start Date: Start immediately
Duration: Complete within 18 months
Delivery Options: On-line/Correspondence
Group Training: Workshops available

Course Fees: $6,600 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:

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Existing Worker Traineeship Fees for this Qualification:

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School Based Traineeship Fees for this Qualification:

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Subsidised Training Options for this Qualification:

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* NSW fees depend on previous qualification levels
** Subject to eligibility and availability at the time of enrolment

www.accm.edu.au • 1300 769 690 • courses@accm.edu.au
Entry Requirements

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)

Other
- Ability to study and conduct assessments in a safe environment
Core Subjects:

Business Tax
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 capital gains tax. The practical component will provide you with lots of experience in completing several Business Activity Statements for a range of different types of businesses.

Unit(s):
FNSBKG404 - Carry out business activity and instalment activity statement tasks

Journals and Ledgers
Entering financial information into journals and updating the general ledger is a very important concept to understand. This module is an introduction to double entry accounting and focuses on how to apply a debit and credit, balance your ledgers and prepare a trial balance.

Unit(s):
FNSACC301 - Process financial transactions and extract interim reports

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

Unit(s):
BSBFIA401 - Prepare financial reports

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):
FNSACC506 - 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.
Financial Accounting

Financial Accounting is specifically about the management of funds at an organisational level. You will learn about the different types of decisions that need to be made in relation to financing and investment. You will get the opportunity to analyse the performance of a number of businesses in the areas of capital, return on investment and dividends along with other performance indicators and ratios.

Unit(s):
FNSACC502 - Prepare tax documentation for individuals

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):
FNSACC501 - Provide financial and business performance information
FNSACC504 - Prepare financial reports for corporate entities
FNSORG505 - Prepare financial reports to meet statutory requirements

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):
FNSACC503 - Manage budgets and forecasts
FNSACC402 - Prepare operational budgets

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):
FNSACC507 - Provide management accounting information
Service Guarantees

Quality Training Provider
ACCM was one of the first private training Colleges to be given official RTO registration status. 21 years later we have helped over 2 000 employers and 25 000 students achieve their career goals and have been recognised as a state finalist on the NSW Training Awards.
We have 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 being enrolled, your personal log-on details are emailed to you. This gives you access to course materials to commence your studies (via our on-line system 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 2 weeks or less. In the meantime you can progress to your next subject.

Personal Contact for the Right Start
When you enrol your College Student Adviser will phone to welcome you to the course. Your Student Adviser will ensure that you understand the best way to progress in your course. They will also assist you with any questions you may have. They will be in regular touch with you at the start of your course to offer motivation, support and guidance. For employment based enrolments they will also make contact with supervisors during this time 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 be emailed a monthly progress report showing the status of all learners. We understand that its essential to keep you up to date.