

Diploma of Accounting [FNS50210]



NATIONALLY RECOGNISED
TRAINING

About this Qualification

During the course of your studies, you'll learn how to establish and operate a computerised accounting system, prepare and maintain financial reports, manage budgets and forecasts, prepare income tax returns and establish business networks. The Diploma of Accounting also includes a competency that is part of the requirements for registration as a BAS agent.

Course Suitability

The job roles that may suit this course include:

- Assistant Accountants
- Office Managers
- Administration Managers
- Budget Officers.

Enrolment Options

The qualification is also available for individual students to enrol on a private basis.

Employers can also directly enrol staff.

Course Fees

For Individual Enrolments and Employer Sponsored Enrolments refer to the College Fee Schedule for current pricing terms, and discounts available for multiple enrolments from employers.

All course fees cover the full cost of course materials issued to students.

Course Duration

The qualification is timetabled to be completed in one year over a 52 week period, with students required to mail assignments to the College at regular intervals.

Regular study of approximately 4 hours per week, in conjunction with on-the-job practice of the skills covered in the course would normally be required to successfully complete this qualification.

Students can complete as early as they like – as they study at their own pace.

Enrol at any time as the College has continuous courses all year round.

Course Benefits

The Diploma of Accounting will provide you with work ready skills needed for middle and upper-level accounting jobs and provide a foundation for career mobility.

As an accounting graduate you will find career opportunities in a wide variety of industries from public accounting, property, business services, manufacturing, banking, insurance, Government departments and not-for-profit organisations. With increasing regulation and business reliance on sound financial information, opportunities for qualified accountants are predicted to grow.

Course Subjects

The qualification includes the following modules:

- Prepare Financial Reports
- Business Tax Requirements
- Budgeting
- Management Accounting
- Maintain a Payroll System

There are no additional modules required to complete the qualification unless Maintain a Payroll System has previously been completed - in which case it can be substituted.



Australian College
of Commerce & Management

College Trainers and Materials

Each student will have a dedicated College Training Manager to provide immediate assistance and support.

The College Trainers all have “real life” experience in the areas that they train in, and so have the expertise and skills to provide effective student and employer support.

The course materials are delivered in separate “modules” or workbooks. Each module concentrates on a specific theme, and may cover a number of “units of competency” (these are the “national standards” that apply to the qualification).

The College course material is easy to read and understand and is kept up to date with current business practices and relevant legislation.

Students are issued a Course Folder to keep their course material organised.

Course Delivery

Workbook modules are designed so that students can use small periods of time to “study”. This makes the course achievable even in a busy office – with small periods of time being able to be used effectively.

Entry Requirements

Above average level literacy skills are required for this qualification. Subject to the electives chosen, above average English language communication skills may be required.

National standards (the Australian Qualifications Framework) apply to differentiate between Certificate IV, Diploma and Advanced Diploma level studies.

Students enrolled in Diploma courses must complete assessment activities that prove the following “characteristics of competencies or learning outcomes” required at Diploma level:

Distinguishing features of Diploma level studies include:

- demonstrate understanding of a broad knowledge base incorporating theoretical concepts, with substantial depth in some areas
- analyse and plan approaches to technical problems or management requirements
- evaluate information using it to forecast for planning or research purposes
- transfer and apply theoretical concepts and/or technical or creative skills to a range of situations
- take responsibility for own outputs in relation to broad quantity and quality
- take limited responsibility for the achievement of group outcomes

Source: Australian Qualifications Framework Handbook Section 32

Qualification & Career Pathway

This is a formal qualification recognised as part of the Australian Qualifications framework. After completion of this qualification you may wish to continue into Advanced Diploma or University Studies.