



FNS50217 DIPLOMA OF ACCOUNTING

CRICOS Course Code: 097712K

National Qualification Code: FNS50217

Course Duration: 65 Weeks (Includes term breaks)

Delivery arrangement: Face to Face and Online

Next start dates: See website for details or contact admissions

COURSE DESCRIPTION

The Diploma of Accounting qualification reflects professional accounting job roles in financial services and other industries, accounts payable and accounts receivable officers, payroll service providers, and employees performing a range of accounting tasks for organisations in a range of industries. Individuals in these roles apply solutions to a range of often complex problems, and analyse and evaluate information from a variety of sources. They apply initiative to plan, coordinate and evaluate their own work and provide guidance to others within defined guidelines.

OUR CAMPUSES ARE IN MULTIPLE LOCATIONS

Skyline International College, Burwood campus is just 12 minutes by train from the heart of the city of Sydney. The campus is in the center of Burwood and is just 2 minutes of walk from the Burwood train station or bus stop. Burwood is multicultural and is a destination for international students to live and work. Our Surry Hills campus is less than 5 minutes of walk from Central train station.

ENTRY REQUIREMENTS

Completion of the following seven units, or their equivalent, which constitute the requirements for the FNSSS00014 Accounting Principles Skill Set:

- BSBFIA401 Prepare financial reports
- FNSACC311 Process financial transactions and extract interim reports
- FNSACC312 Administer subsidiary accounts and ledgers
- FNSACC408 Work effectively in the accounting and bookkeeping industry
- FNSACC416 Set up and operate a computerised accounting system
- FNSTPB401 Complete business activity and instalment activity statements
- FNSTPB402 Establish and maintain payroll systems;

OR

Completion of FNS40615 Certificate IV in Accounting or equivalent;

OR

Completion of FNS40215 Certificate IV in Bookkeeping or equivalent.

OR

Completion of FNS40217 Certificate IV in Accounting and Bookkeeping

International students must be 17 years or older and provide evidence to demonstrate both academic and English language entry requirements as follows:

Academic Requirements:

- Successful completion of Year 12 or equivalent; or other relevant qualification/s

English Language Requirements:

- Academic IELTS 5.5 overall, no less than 5.0 in each band, or upper intermediate, or EAP from approved ELICOS/ESL centre

Completion of the 7 entry requirement units (Accounting Principles Skills Set) will be deemed as meeting both the academic and English language entry requirements.

RESOURCES REQUIREMENTS

We supply access to your course materials through eSpace (Moodle platform) and course handouts. The course materials fee is \$250.

You can buy the course textbooks and workbooks if you wish. We have computers and student access at College, required software's (e.g. MYOB and Microsoft suite) are installed in college computers for students to use.

VOCATIONAL OUTCOME

Occupational titles suited to our choice of electives may include:

- Accounts manager
- Senior financial clerks
- Office managers

COURSE STRUCTURE

Our course has been designed to meet the requirements for the FNS50217 Diploma of Accounting. It contains **11 units** of competency as follows:

- **6 core** units
- **5 elective** units

Unit Code	Unit Title	Core/Elective
FNSACC511	Provide financial and business performance information	Core
FNSACC512	Prepare tax documentation for individuals	Core
FNSACC513	Manage budgets and forecasts	Core
FNSACC514*	Prepare financial reports for corporate entities*	Core
FNSACC516	Implement and maintain internal control procedures	Core
FNSACC517	Provide management accounting information	Core
FNSACC505	Establish and maintain accounting information systems	Elective
BSBLDR402	Lead effective workplace relationships	Elective
BSBFIA401	Prepare financial reports	Elective
FNSACC311	Process financial transactions and extract interim reports	Elective
BSBITU402	Develop and use complex spreadsheets	Elective

**FNSACC514 Prepare financial reports for corporate entities has 2 pre-requisite units of BSBFIA401 Prepare financial reports and FNSACC311 Process financial transactions and extract interim reports*

DELIVERY METHODS

The course is delivered across 45 weeks over 5 terms.

The delivery mode is blended delivery mode combining classroom and online delivery.

Classroom learning This blended mode means we conduct face to face delivery for 15 hours per week supplemented by structured online learning for 5 hours per week. Once you start the course, the trainers will explain how the classes will run 15 hours per week in classroom. Classroom learning includes lectures supported by power point plus visual topic content, with practice time and lots of group and oral work.

Structured online learning There is an extra 5 hours per week programmed outside class time when you revise and practice to reinforce classroom learning. The online learning is set up by unit and topics so it is easy for you to explore and then work through each unit of study. Some people will move more quickly through the material and others may take a bit more time depending on your confidence in the topics.

Depending on student background, you may need to study extra 4 hours per week during the term.

SAMPLE TIMETABLE

Day	Face to Face (15 hours/week)	Online (5 hours/week)
Wednesday	8.00 am -4.00 pm	Self-Study (at your own time).
Thursday	Lectures, group work, oral work, case studies, business simulation, practice	Revise and practice classroom learning.

ASSESSMENTS

Students are required to complete a range of tasks as part of the assessment requirements for each unit. Unit assessment takes about 10-20 hours outside of class hours. Assessments methods may include:

- Projects
- Case studies
- Short written knowledge questions/tests
- Web based research and reports
- Demonstrations
- Presentations

RECOGNITION OF PRIOR LEARNING (RPL) AND CREDIT TRANSFER (CT)

RPL and credit transfer (CT) can be applied for at the time of enrolment or during orientation and the original or certified copy must be provided. A fee is payable for assessing your RPL status or processing your credit transfer. please refer to our price lists in the handbook and website. If credit is granted, international students may have their course and visa shortened.

Pathway from Certificate IV in Accounting or Certificate IV in Accounting and Bookkeeping to Diploma of Accounting

Students who have completed the Certificate IV in Accounting or Certificate IV in Accounting and Bookkeeping or relevant units will be offered credit transfer. This will reduce the duration of study in the Diploma of Accounting from 5 terms (direct entry) to 4 terms at Skyline International College.

COURSE COMPLETION

Upon successful completion of all the required units of this course, you will receive a nationally recognised qualification in FNS50217 Diploma of Accounting. Students who do not complete all required units may be eligible for a Statement of Attainment in partial completion of a FNS50217 Diploma of Accounting.

PATHWAYS

Under mutual recognition, the Certificate qualification and Statement of Attainment awarded by Skyline International College will be recognized by other RTOs Australia wide. Upon successful completion of this course, students have a number of pathway options:

- FNS60217 Advanced Diploma of Accounting; or
- BSB51918 Diploma of Leadership and Management; or
- An undergraduate degree at universities or higher education providers that are willing to accept your credentials and experience (subject to higher education providers course entry requirements).

TRAINING AND OTHER FACILITIES

Skyline International College campus is fully equipped with required facilities including modern computer lab with internet access, data projector and resources borrowing facility, printing and photocopying facility and a student common area.

SKYLINE INTERNATIONAL COLLEGE CONTACT DETAILS

Burwood Campus:

Suite 701, Level 7, and Suite 508, Level 5, 11-15 Deane Street, Burwood, NSW 2134, Australia

Surry Hills Campus:

Level 3, 136 Chalmers Street, Surry Hills NSW 2010, Australia

Tel: 1300 807 383

Email: info@sic.edu.au Website: www.sic.edu.au

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