



BRISBANE COLLEGE OF AUSTRALIA



Over 20 years of delivering quality
education and training in Australia

ACCOUNTING COURSE INFORMATION PACK

Find out where our courses can take you today

ABOUT THIS COURSE

This qualification reflects the job roles of workers in the accounting industry, including BAS Agents and contract bookkeepers; and of those employees performing bookkeeping tasks for organisations in a range of industries. It includes preparing and lodging business and instalment activity statements, and providing advice or dealing with the Commissioner on behalf of a taxpayer in relation to activity statements. Individuals in these roles apply theoretical and specialist knowledge and skills to work autonomously, and exercise judgement in completing routine and non-routine activities.

CAREER AND STUDY PATHWAY

Upon successful completion of the Certificate IV in Accounting, students may continue on to further study such as the Diploma of Accounting or gain employment in accounts support role performing duties such as: business activity statements, operational reporting, non-complex management reports, maintaining inventory records, small office management and supervising the operation of computer-based financial systems.

LEARNING OUTCOMES

Upon completion of this course, a Certificate IV in Accounting & Bookkeeping will be issued. Students will gain a variety of knowledge in accounting and bookkeeping support duties. Students may continue on to the Diploma of Accounting or gain an accounting support role.

PROGRAM STRUCTURE

All units of competency are to be taught separately due to the wide range of possible combinations available. This allows for students to choose units which do not overlap with other units they have chosen, or have already completed.

Forms of assessment may include: written tasks, multiple choice tests, projects/assignments/reports, feedback given and response, role plays and questioning/interview/discussion. This may vary per unit of competency.



ENTRY REQUIREMENTS

INTERNATIONAL STUDENTS
- IELTS score of 5.5 with no band less than 5.0 (or equivalent).
- High school certificate and copy of highest level of qualification.

DOMESTIC STUDENTS
- High school certificate (or equivalent) OR copy of highest level of qualification

COST AND DURATION

View our course fees and duration [here](#)

COURSE DELIVERY

Face to face - Brisbane City Campus
Correspondence/Distance Learning (Domestic Students and non student visa holders)

APPLY

Apply online [here](#)

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UNITS OF COMPETENCY

Students must complete the 8 core units and 5 elective units are to be chosen from the listed below. Students who have completed any eligible units of competency may credit those units towards this qualification.

CORE UNITS

- BSBFIA401 Prepare financial reports**
Understand the skills and knowledge required to record general journal adjustment entries and to prepare end of period financial reports.
- BSBSMB412 Introduce cloud computing into business operations**
Understand the skills and knowledge required to understand the fundamentals of internet computing and cloud services. It involves undertaking a basic review of business computing needs and identifying options for introducing cloud computing services into a small business or work area in an organisation
- FNSACC311 Process financial transactions and extract interim reports**
Understand the skills and knowledge required to prepare and process routine financial documents, prepare journal entries, post journal entries to ledgers, prepare banking and reconcile financial receipts, and extract a trial balance and interim reports.
- FNSACC312 Administer subsidiary accounts and ledgers**
Understand the skills and knowledge required to reconcile and monitor subsidiary accounts in financial accounts receivable systems, identify bad and doubtful debts and plan a recovery action, record creditor invoices, and remit payments to sundry creditors.
- FNSACC408 Work effectively in the accounting and bookkeeping industry**
Understand the skills and knowledge required to work autonomously and in teams to complete work activities relating to the provision of accounting and bookkeeping services.
- FNSACC416 Set up and operate a computerised accounting system**
Understand the skills and knowledge required to establish, operate, and modify an integrated computerised accounting system. This is generally under supervision and encompasses processing transactions in the system, maintaining the system, producing reports, and ensuring system integrity.
- FNSTPB401 Complete business activity and instalment activity statements***
Understand the skills and knowledge required to identify and apply compliance requirements to effectively process and complete business activity statements (BAS), instalment activity statements (IAS), and other required reports.
- FNSTPB402 Establish and maintain payroll systems***
Understand the skills and knowledge required to record and prepare payroll documentation, respond to enquiries, and process payroll data for manual and computerised systems.

* Units required for FNSSS00004 BAS Agent Registration Skill Set.

ELECTIVE UNITS

- BSBITU306** **Design and produce business documents**
Understand the skills and knowledge required to design and produce various business documents and publications. It includes selecting and using a range of functions on a variety of computer applications.
- BSBITU402** **Develop and use complex spreadsheets**
Understand the skills and knowledge required to use spreadsheet software to complete business tasks and produce complex documents
- BSBSMB401** **Establish legal and risk management requirements of small business**
Understand the skills and knowledge required to identify and comply with all regulations affecting the business.
- BSBSMB402** **Plan small business finances**
Understand the skills and knowledge required to identify financial requirements of a business, including profit targets, cash flow projections and strategies to garner financial support.
- BSBSMB405** **Monitor and manage small business operations**
Understand the skills and knowledge required to implement a business plan and modify operations as required

* Please note that elective unit availability is subject to enrolment numbers.

ABOUT THIS COURSE

This qualification reflects professional accounting job roles in financial services and other industries, including tax agents, 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.

CAREER AND STUDY PATHWAY

After completing the Diploma of Accounting students may gain employment as a Finance Sector Supervisor or Assistant Accountant. Students may also wish to continue further accounting studies such as Advanced Diploma of Accounting or gain credit towards a university degree such as Bachelor of Accounting.

LEARNING OUTCOMES

This qualification includes units that comprise an approved Tax Practitioner Board (TPB) course in Australian taxation law and commercial law, which are relevant for registration as a tax agent. Persons seeking registration with the TPB should check current registration requirements with the TPB, as registration requirements are reviewed regularly.

Upon completion of this course, a Diploma of Accounting will be issued. Students will gain a wide variety of knowledge in accounting duties. This qualification will equip students with the following employability skills: communication, teamwork, problem-solving, initiative, planning and organising, self-management, learning and technology.

PROGRAM STRUCTURE

All units of competency are to be taught separately due to the wide range of possible combinations available. This allows for students to choose units which do not overlap with other units they have chosen, or have already completed.

Forms of assessment may include: written tasks, multiple choice tests, projects/assignments/reports, feedback given and response, role plays and questioning/interview/discussion. This may vary per unit of competency.



ENTRY REQUIREMENTS

INTERNATIONAL STUDENTS
- IELTS score of 5.5 with no band less than 5.0 (or equivalent).
- High school certificate and copy of highest level of qualification

DOMESTIC STUDENTS
- High school certificate (or equivalent) OR copy of highest level of qualification

COURSE PREREQUISITES
- Completion of the FNSSS0014 Accounting Principles Skill Set OR
- Completion of FNS40217 Certificate IV in Accounting and Bookkeeping

COST AND DURATION

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COURSE DELIVERY

Face to face - Brisbane City Campus
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UNITS OF COMPETENCY

Students must complete the 6 core units and select 5 elective units from the list below. Students who have completed any eligible units of competency may credit those units towards this qualification.

CORE UNITS

- FNSACC511** **Provide financial and business performance information**
Understand the skills and knowledge required to analyse and report on a broad range of financial and business performance information. It encompasses assessing client needs, analysing data, and preparing advice.
- FNSACC512** **Prepare tax documentation for individuals**
Understand the skills and knowledge required to prepare non-complex income tax returns for individuals in line with statutory requirements. It encompasses gathering and verifying data, calculating taxable income, and reviewing compliance requirements.
- FNSACC513** **Manage budgets and forecasts**
Understand the skills and knowledge required to prepare, document, and manage budgets and forecasts. It encompasses forecasting estimates and monitoring budgeted outcomes.
- FNSACC514** **Prepare financial reports for corporate entities***
Understand the skills and knowledge required to prepare financial reports for a corporate reporting entity. It encompasses compiling and analysing data and meeting statutory reporting requirements.
- FNSACC516** **Implement and maintain internal control procedures**
Understand the skills and knowledge required to review corporate governance requirements, implement internal control operating procedures, and monitor associated policy.
- FNSACC517** **Provide management accounting information**
Understand the skills and knowledge required to gather, record and analyse operating and cost data, prepare budget reports, and review costing system integrity to calculate and record the costs of products and services.

ELECTIVE UNITS

- FNSACC601** **Prepare and administer tax documentation for legal entities*¹**
Understand the skills and knowledge required to identify taxation requirements for complex lodgements and returns for legal entities. It involves gathering, analysing and processing taxation related data to prepare tax documentation, and to review and apply compliance requirements.
- FNSACC607** **Evaluate business performance***
Understand the skills and knowledge required to analyse trends in an organisation's business operations, develop performance indicators and identify options for improvement.
- FNSINC601** **Apply economic principles to work in the financial services industry**
Understand the skills and knowledge required to apply the broad principles of financial economics that underpin a range of tasks and functions in the financial services industry.
- FNSORG505** **Prepare financial reports to meet statutory requirements**
Understand the skills and knowledge required to identify statutory reporting requirements, and plan, develop and submit reports for authorisation before distribution.
- FNSORG506** **Prepare financial forecasts and projections**
Understand the skills and knowledge required to plan a financial forecast or projection, identify assumptions and parameters, collect, consolidate and analyse data, make forecasts or projections, document results and obtain approval.

*Please note that elective unit availability is subject to enrolment numbers.

PREREQUISITE UNIT REQUIREMENTS

Unit in this qualification		Prerequisite unit	
FNSACC514	Prepare financial reports for corporate entities	BSBFIA401	Prepare financial reports
		FNSACC311	Process financial transactions and extract interim reports
FNSACC601	Prepare and administer tax documentation for legal entities	FNSACC512	Prepare tax documentation for individuals
FNSACC607	Evaluate business performance	FNSACC511	Provide financial and business performance information



ABOUT THIS COURSE

This qualification reflects the role of individuals working in accounting and seeking professional recognition, including tax agents, accounts managers and business analysts; and to employees performing a range of accounts management tasks for organisations in a range of industries. At this level individuals are expected to apply theoretical and technical skills in a range of situations and to display initiative and judgement in planning activities. They have autonomy in performing complex operations and can be responsible for planning, coordinating and evaluating the work of others within broad but generally well-defined parameters.

This qualification includes units that comprise an approved Tax Practitioner Board (TPB) course in Australian taxation law and commercial law, which are relevant for registration as a tax agent. Persons seeking registration with the TPB should check current registration requirements with the TPB, as registration requirements are reviewed regularly.

It is also suitable for those who are seeking to build on their Diploma and industry experience.

CAREER AND STUDY PATHWAY

Upon successful completion of the Advanced Diploma of Accounting, students may gain employment in a range of accounting roles such as: accounting manager or assistant accountant. Students may also wish to continue further accounting studies by obtaining credit towards a university degree such as Bachelor of Accounting

LEARNING OUTCOMES

Upon completion of this course, an Advanced Diploma of Accounting will be issued. Students will gain a wide variety of knowledge in accounting duties. This qualification will equip students with the following employability skills: communication, teamwork, problem-solving, initiative, planning and organising, self-management, learning and technology.

PROGRAM STRUCTURE

All units of competency are to be taught separately due to the wide range of possible combinations available. This allows for students to choose units which do not overlap with other units they have chosen, or have already completed.

Forms of assessment may include: written tasks, multiple choice tests, projects/assignments/reports, feedback given and response, role plays and questioning/interview/discussion. This may vary per unit of competency.

ENTRY REQUIREMENTS

INTERNATIONAL STUDENTS
- IELTS score of 5.5 with no band less than 5.0 (or equivalent).
- High school certificate and copy of highest level of qualification.

DOMESTIC STUDENTS
- High school certificate (or equivalent) OR copy of highest level of qualification

COURSE PREREQUISITES
- Diploma of Accounting

COST AND DURATION

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UNITS OF COMPETENCY

Students must complete the 3 core units and 11 elective units are to be chosen from the listed below. Students who have completed any eligible units of competency may credit those units towards this qualification.

CORE UNITS

FNSACC624 Monitor corporate governance activities

Understand the skills and knowledge required to research corporate governance reporting trends, examine corporate governance standards and practices, and review compliance to develop and implement processes and procedures for meeting corporate governance obligations.

FNSINC601 Apply economic principles to work in the financial services industry

Understand the skills and knowledge required to apply broad principles of financial economics that underpin a range of tasks and functions in the financial services industry.

FNSINC602 Interpret and use financial statistics and tools

Understand the skills and knowledge required to access, interpret and analyse statistical data relevant to the financial services industry.

ELECTIVE UNITS

FNSACC601 Prepare and administer tax documentation for legal entities*1

Understand the skills and knowledge required to use spreadsheet software to complete business tasks and produce complex documents.

FNSACC602 Audit and report on financial systems and records*

Describe the skills and knowledge required to supervise an audit of financial systems and prepare the appropriate reports, including assessing options, identifying information sources, determining audit strategies, monitoring progress, reviewing data, verifying financial statements and determining appropriate reporting formats.

FNSACC608 Evaluate organisation's financial performance*

Describe the skills and knowledge required to evaluate returns to operations, determine short-term and long-term needs, and evaluate an organisation's financial position and performance.

FNSACC610 Develop and implement financial strategies*

Describe the skills and knowledge required to review financial and organisational data, determine and implement strategic options and long-term plans, and evaluate outcomes for the optimisation of financial outcomes for an organisation.

FNSACC611 Implement an insolvency program

Describe the skills and knowledge required to evaluate options, establish timelines and objectives, and monitor progress and plans for business insolvency.

FNSACC613 Prepare and analyse management accounting information*

Describes the skills and knowledge required to gather, record and analyse operating costs and data, prepare cost reports and budgets, and calculate the costs of products, services and other organisational activities.

FNSACC614 Prepare complex corporate financial reports*

Describes the skills and knowledge required to compile and analyse financial data, identify appropriate reporting requirements, and develop and prepare complex financial reports for reporting entities.

FNSFMK505 Comply with financial services legislation and industry codes of practice

Describes the skills and knowledge required to ensure compliance with finance industry regulations and industry codes of practice on an organisational level.

FNSINC504

Apply ethical frameworks and principles to make and act upon decisions

Describes the skills and knowledge required to apply ethical principles to decision making and to act in line with ethical principles

FNSTPB506

Apply taxation requirements when providing tax (financial) advice services³

Describes the skills and knowledge required to research, identify and analyse the taxation requirements, including taxation administration, that apply to particular clients and circumstances.

FNSTPB507

Apply legal principles in commercial law when providing tax (financial) advice services³

Describes the skills and knowledge required to research, identify and analyse commercial law principles and apply relevant principles to particular clients and their circumstances.

*Please note that elective unit availability is subject to enrolment numbers.

PREREQUISITE UNIT REQUIREMENTS

Unit in this qualification		Prerequisite unit		¹ Unit included in the Tax Practitioners Board approved course in Australian taxation law: FNSSS00008 Taxation Law for Tax Agents Skill Set (Tax documentation). ² Unit included in the Tax Practitioners Board approved course in commercial law: FNSSS00005 Commercial Law for Tax Agents Skill Set. ³ Unit included in the Tax Practitioners Board approved course in commercial law for tax (financial) advisers: FNSSS00006 Commercial Law for Tax (Financial) Advisers Skill Set.
FNSACC601	Prepare and administer tax documentation for legal entities	FNSACC512	Prepare tax documentation for individuals	
FNSACC602	Audit and report on financial systems and records	FNSACC516	Implement and maintain internal control procedures	
FNSACC608	Evaluate organisation's financial performance	FNSACC511	Provide financial and business performance information	
FNSACC610	Develop and implement financial strategies	FNSACC511	Provide financial and business performance information	
FNSACC613	Prepare and analyse management accounting information	FNSACC517	Provide management accounting information	
FNSACC614	Prepare complex corporate financial reports	FNSACC514	Prepare financial reports for corporate entities	

¹ Unit included in the Tax Practitioners Board approved course in Australian taxation law: FNSSS00008 Taxation Law for Tax Agents Skill Set (Tax documentation).

² Unit included in the Tax Practitioners Board approved course in commercial law: FNSSS00005 Commercial Law for Tax Agents Skill Set.

³ Unit included in the Tax Practitioners Board approved course in commercial law for tax (financial) advisers: FNSSS00006 Commercial Law for Tax (Financial) Advisers Skill Set

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