



Accounting

COURSE STRUCTURE

COURSE DESCRIPTION

Certificate IV in Financial Services
(Accounting) FNS40604 – 6 months

BSBCMN404A	Develop teams and individuals
BSBCMN410A	Co-ordinate implementation of customer service strategies
FNSICIND401A	Apply principles of professional practice to work in the financial services industry
FNSICGEN301A	Communicate in the workplace
FNSICGEN302A	Use technology in the workplace
FNSICGEN304A	Apply health and safety practices in the workplace
FNSACCT401A	Process business tax requirements
FNSACCT402A	Produce job costing information
FNSACCT403A	Prepare operational budgets
FNSACCT404A	Make decisions within a legal context
FNSACCT405A	Prepare financial statements
FNSACCT406A	Maintain asset and inventory records
FNSACCT407A	Set up and operate a computerised accounting system
BSBADM408A	Prepare financial reports
BSBCMN308A	Maintain financial records

This course prepares students for a variety of roles within the financial/accounting sector by equipping them with a wide range of accounting, business and IT skills. Students learn through lectures, practical instruction and exercises, research and project work. Assessment at all levels consists of written and oral examinations, case studies, assignments and projects.



Diploma of Accounting
FNS50204 – 1 year

FNSICACC304A	Prepare and bank receipts
FNSICACC306A	Process journal entries
FNSACCT502A	Prepare income tax returns
FNSACCT503A	Manage budgets and forecasts
FNSACCT504A	Prepare financial reports for a reporting entity
FNSACCT506A	Implement and maintain internal control procedures
FNSACCT507A	Provide management accounting information
FNSACCT607A	Evaluate business performance
FNSICORG516A	Prepare financial reports to meet statutory requirements
FNSICORG517A	Prepare financial forecasts and projections

ENTRY REQUIREMENTS

Year 12 High School Certificate or equivalent overseas qualification. English language proficiency of IELTS 5.5, TOEFL 530 or equivalent



Advanced Diploma of Accounting
FNS60204 – 1.5 years

FNSACCT604A	Monitor corporate governance activities
FNSACCT606A	Conduct internal audit
FNSACCT607A	Evaluate business performance
FNSACCT609A	Evaluate financial risk
FNSACCT613A	Prepare and analyse management accounting information
BSBMKG602A	Develop a marketing plan
BSBMGT608A	Manage innovation and continuous improvement
BSBMGT604A	Manage business operations

VOCATIONAL OUTCOMES

Accounts/Financial Clerk
↓
Senior Accounts Clerk
Assistant Accountant
↓
Accountant
Budget Officer

FACILITIES

CBD Location
Modern classrooms
Computer Lab
Student kitchen
Food court downstairs
Adjacent to pedestrian shopping mall





CORNELL
INSTITUTE OF BUSINESS & TECHNOLOGY

JABN 97 075 520 53 NTIS: 90970 CRICOS: 02536G

Accounting