



Accounting – Course Structure

Levels

Certificate IV in Financial Services (Accounting)	26 weeks
Diploma of accounting	26 weeks
Advanced Diploma of Accounting	26 weeks

Please note:
26 weeks = ½ an academic year (6 months);
(20 WEEKS ACTIVE LEARNING PLUS
6 WEEKS TERM BREAKS)

Course Description

Certificate IV in Financial Services (Accounting) FNS40604

You will learn skills such as:

- Completing BAS and other office taxes
- Operational Reporting
- Producing basic management reports
- Producing basic job costing reports
- Preparing budgets
- Supervising the operation of computer based systems
- Classifying, recording and reporting of accounting information
- Possible job roles relevant to this qualifications are Accounting clerk, Junior Accounts officer

Diploma of Accounting FNS50204

You will learn skills such as:

- Introducing and maintaining accounting systems
- Maintaining internal control systems
- Preparing financial statements for a reporting entity
- Preparing tax returns
- Reporting on business performance
- Managing small teams
- Developing business plans
- Preparing management accounting reports
- Possible job roles relevant to this qualifications are Accounting Supervisor, Accounts administrator etc.

Advanced Diploma of Accounting FNS60204

This is the industry-specified pathway for persons wishing to practice as a qualified accountant. You will learn skills such as:

- Tax planning
- Evaluating business performance (financial modeling)
- Perform and supervise auditing
- Management financial planning
- Personal financial planning
- Managing a team or department

Assessment at all levels consists of written and oral examinations, case studies, group work and self-study. Possible job roles relevant to this qualifications are Accounts Manager, Audit officer, Accounts Director etc.

Entry Requirements

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

Requirement #2 may be waived for students who can provide evidence that they can read, comprehend and discuss complex information in English as well as write complex information in English at or above an Intermediate level of proficiency.

These prerequisite English competencies may have been acquired through work experience, life experience and/or previous education and training.

Course Accreditation

This course is accredited by the NSW Vocational Education and Training Accreditation Board (VETAB).

Recognition of Prior Learning (RPL) and Recognition of Current Competencies (RCC)

You can request *Recognition of Prior Learning (RPL)* and/or *Recognition of Current Competencies (RCC)* when you enrol in the course or on Orientation Day.

You could receive credit towards your course based on your knowledge and skills gained through previous study, other formal and informal training, work experience and/or life experiences.

If you wish to apply for RPL and/or RCC, please indicate this on the enrolment form by ticking 'Yes' under 'Do you wish to apply for Recognition of Prior Learning (RPL) and/or Recognition of Current Competencies (RCC)?'

Attendance and assessment requirements for international students on a Student (Temporary) visa

All courses detailed in this flier are full-time courses that require an attendance of 20 contact hours per week. The main target groups for the courses detailed in this flier are international students studying in Australia. Assessments for each unit of study are generally conducted during the last study session of a unit of competency or as explained in the relevant annual course timetable.

Accounting

Certificate IV in Financial Services, Diploma & Advanced Diploma

Certificate IV in Financial Services (Accounting)

NTIS Course Code: FNS40604; CRICOS Course Code: 051794E

Structure:

Duration = 26 Weeks (Including 6 weeks term breaks)

Unit Code	Unit Name
FNSICGEN301B	Communicate in the workplace
FNSICIND401B	Apply principles of professional practice to work in financial services industry
FNSICGEN302B	Use technology in the workplace
FNSICGEN304B	Apply health and safety practices in the workplace
FNSACCT401B	Process Business Tax Requirements
FNSACCT404B	Make decision in a legal context
FNSACCT402B	Produce job costing information
FNSACCT406B	Maintain asset and inventory records
FNSACCT405B	Prepare financial statements
FNSACCT403B	Prepare operational budget
BSBADM408A	Prepare financial reports
BSBCMN308A	Maintain Financial Records
FNSACCT407B	Set up and operate a computerized accounting system

Exit Point:

Certificate IV in Financial Services

Diploma of Accounting

NTIS Course Code: FNS50204; CRICOS Course Code: 051798A

Structure:

Duration = 26 weeks (Including 6 weeks term breaks)

FNSICACC304B	Prepare and bank receipts
FNSICACC306B	Process journal entries
FNSACCT503B	Manage budgets and forecasts
FNSACCT504B	Prepare financial reports for a reporting entity
FNSACCT506B	Implement and maintain internal control Procedures
FNSACCT502B	Prepare Income Tax Returns
FNSACCT507B	Provide management accounting information
FNSICORG516B	Prepare financial reports to meet statutory requirements
FNSACCT607B	Evaluate Business Performance
FNSICORG517B	Prepare financial forecasts and projections

Exit Point:

Diploma of Accounting

Advanced Diploma of Accounting

NTIS Course Code: FNS60204; CRICOS Course Code: 051806F

Structure:

Duration = 26 weeks (Including 6 weeks term breaks)

Unit Code	Unit Name
FNSACCT604B	Monitor corporate governance activities
FNSACCT606B	Conduct Internal Audit
FNSACCT602B	Audit and Report on Financial Systems and Records
FNSACCT609B	Evaluate Financial Risk
FNSACCT610B	Develop and Implement Financial Strategies
FNSACCT608B	Evaluate Organization's Financial Performance
FNSACCT613B	Prepare and Analyse Management Accounting Information

Exit Point:

Advanced Diploma of Accounting

More Information:

Cornell Institute of Business & Technology

Ground floor, level 1 & 2, Foveaux St., Surry Hills, NSW 2010

Phone: (02)9212 0888, Fax: (02) 9212 0222

E-mail: info@cornell.com.au

Website: www.cornell.edu.au



Employability Skills

The competency units in all these courses include employability skills which plays a major role in career building and professional success. These softer skills are gaining wider acceptance in today's business environment. The possible job title for each qualification can be sighted under each qualification mentioned in this flyer and in learning and assessment strategy.

Estimated Cost of living in Sydney

(Please refer the information provided in the next Columns and following pages)

As an international student, your living cost in Sydney depends on several factors which may include but are not limited to:

Housing:

Cost of housing depends on where you have decided to live. Living in the city area will cost you more than in a suburban area. On average, a one bedroom apartment will cost you (rent only) \$180 - \$300 per week depending on where you wish to live. This amount is excluding your phone bill, energy bill and other relevant bills.

Telephone

Telephone bills again vary depending on what type of phones you are using. Home phones usually have certain amount of line rental which ranges from \$20 - \$30. You can share this fee between all members of the house/flat. With mobile phones, it's better to use a plan that best suits you or use a prepaid card so you know exactly how much you are using.

Internet

Internet costs vary depending on whether you are using dial-up service or broadband. On average, it may cost you \$5 - \$30 depending on the type of service you are using. You can also use computer labs at your college.

Food and groceries

Food costs depend on your preference to particular food. It's cheaper to cook food at home than eating outside.

Estimated cost of food for one person may range from \$50 - \$70 per week.

Public transport

The cost of public transport depends on how far you live from your college and the frequency of your travel.

Health cover

As an international student you are required to have Overseas Student Health Cover (OSHC) for the full duration of your stay in Australia. Estimate cost of health cover is \$348 per year for a single and \$696 per year for a couple.

Important Information

As an overseas student, besides the tuition fees and Living expenses, you may incur additional costs for The school aged dependents, who would accompany You to Australia.

Campus Location

Cornell Institute of Business and Technology is Located in the Sydney CBD area, close to Central Train station. It is very well connected through Public Transport system. The campus details are given below:

Cornell Institute of Business and Technology,
Ground floor, Level 1 & 2, Foveaux St., Surry Hills,
NSW 2010, Australia

Phone: (02) 9212 0888, Fax: (02) 9212 0222

E mail: info@cornell.edu.au

Website: www.cornell.edu.au

Facilities

Kitchen
Student Area
Soft Drink dispensers
Microwave ovens
Refrigerators
Male & female toilets in each level

Resources

Library
Computer labs
Learning Resource center
Data Projectors
Overhead projectors
Good classrooms
Television
VCR
Printers
Photocopiers

Sydney's Cost of Living

The cost of living in Sydney is variable dependable on where you live and the lifestyle you want to have. The Department of Education, Employment and Workplace Relations (DEEWR) advises that the indicative cost of living is \$AU12,000 per year for a single adult. This is a weekly cost of \$250 per week assuming that you are living in shared student accommodation.

Below are listed a few examples of the approximate costs of everyday goods and services in Sydney

Accommodation

1 Bedroom apartment \$AU 200 – 400
2 Bedroom apartment \$AU 350 – 500
Full board accommodation ('Homestay')

Transport

Weekly train ticket \$AU 25 – 40
Taxi from North Sydney to Sydney City \$AU 15 – 20

Services and Utilities

Local phone call \$AU 0.50
Mobile call costs (contracted) \$AU 20 - 40 per month
Gas connection \$AU 120
Electricity connection \$AU 120

Food and drink

Takeaway cup of coffee \$AU 2.50
Schooner (glass) of beer \$AU 5 – 6
Hamburger \$AU 4 – 7
Kebab \$AU 5 – 8
Chocolate bar \$AU 2 - 3
Milk (1 Litre) \$AU 1.40 - 2.00
Bread (650g) \$AU 2.50 - 4.00
Bottle of wine \$AU 8 - 50

Entertainment

Movies \$AU 12 – 18
CD \$AU 15 - 30
DVD \$AU 8 - 25

**These prices are only indicative and may change with time
More information on the cost of living can be found at the link below:**

www.studyinaustralia.gov.au/Sia/en/StudyCosts/LivingCosts

Weather

Sydney has a mild climate but the weather can change quickly. Be prepared! Levels of UV (Ultra-violet) radiation are also very high, especially in the summer months, so use sunscreen (SPF at least 30) and wear a hat between 10am and 3pm to avoid sunburn.

Trading hours

Shops: 9:00am to 5:30pm during the week and 9:00pm on Thursdays.

Post Offices: 9:00am to 5:00pm, Mondays to Fridays. The nearest Post Office is in the sub-post office in Foveaux Street newsagents or Chinatown off George Street, about 5 minutes' walk from our College.

Banks: 9:30am to 4:00pm, Monday to Thursday and 9:30am to 5:00pm on Friday.

DIAC (Immigration): 26 Lee Street Sydney, 9:00am to 4:30pm

Itemised Fee Schedule

Qualification	Fee (A\$)
FNS40604 Certificate IV in Financial Services (Accounting)	4000
FNS50204 Diploma of Accounting	4000
FNS60204 Advanced Diploma of Accounting	4000
Enrollment Fee	200
Material Fee	400
Accommodation	
Accommodation Placement fee	180
Home Stay (Single room – 4 weeks)	920
Air Port Pick up fee	130
Overseas Student health cover	
3 months	97.20
6 months	194.40
12 months	388.80
Other Charges	
Reissue of originals and duplicate documents	50
Important Information: The Fees mentioned above are current and may subject to a change in future due to various compelling reasons.	