

FFNS60210 Advanced Diploma of Accounting

February – December 2012

Entry requirement for this qualification is completion of;
FFNS50210 Diploma of Accounting/ FFNS50204 Diploma of Accounting

8 units must be achieved:

3 core units

plus 5 elective units

Unit Selection

The following units will be delivered February through to December 2012.

S1 27/2 -13/7	S2 6/8-14/12	Unit Code	Unit Title <i>Formal on campus testing for all full semester subjects.</i>	Hrs
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Core Units

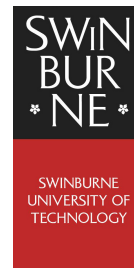
<input type="checkbox"/>		FNSINC601A	Apply economic principles to work in the financial services industry	60
	<input type="checkbox"/>	FNSINC602A	Interpret and use financial statistics and tools	60
	<input type="checkbox"/>	FNSACC604A	Monitor corporate governance activities	60

Elective Units

<input type="checkbox"/>		FNSACC614A	Prepare complex corporate financial reports	60
<input type="checkbox"/>		FNSACC601A	Prepare complex tax returns	60
<input type="checkbox"/>		FNSACC608A	Evaluate organisation's financial performance	60
	<input type="checkbox"/>	FNSACC603A	Implement tax plans and evaluate tax compliance	60
	<input type="checkbox"/>	FNSACC602A	Audit and report on financial systems and records	40
	<input type="checkbox"/>	FNSACC613A	Prepare and analyse management accounting information	60

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Other Units available Online

S1 27/2 - 13/7	T1 27/2- 6/4	T2 23/4- 1/6	WT 18/6- 27/7	S2 6/8- 14/12	T3 6/8- 14/9	T4 24/9- 2/11	SP 5/11- 14/12	Unit Code	Unit Title <i>Formal on campus testing for all full semester subjects.</i>	Hrs
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Prerequisite units required for FFNS60210 Advanced Diploma in Accounting

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	BSBITU306A	Design & produce business documents	80
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	BSBOHS303B	Contribute to OHS hazard identification & risk assessmt	30
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	FNSACC301A	Process financial transactions & extract interim reports	60
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	BSBFIA401A	Prepare Financial Reports	50
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	FNSACC404A	Prepare financial statements for non-reporting entities	60
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	FNSACC406A	Set up and operate a computerised accounting system	80
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	FNSACC403A	Make decisions in a legal context	60
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	FNSBKG404A	Carry out BAS tasks	40
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	FNSINC401A	Apply principles professional practice fin services industry	30
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	FNSACC501A	Provide financial and business performance information	60
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	FNSACC502B	Prepare income tax returns for individuals	60
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	FNSACC503A	Manage budgets and forecasts	40
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	FNSACC504A	Prepare financial reports for corporate entities	70
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	FNSACC506A	Implement and maintain internal control procedures	40
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	FNSACC507A	Provide management accounting information	60

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RPL Unit Selection/ (Recognition to Prior Learning)

RPL is an assessment process that acknowledges your skills and knowledge obtained through work or life experiences outside the formal education and training system. For further information please consult our website:

<http://www.future.swinburne.edu.au/pathways/rpl/>

You will need to enrol for "Recognition to Prior Learning" (RPL) or Skills Recognition.

Please select units from the following.

S1 27/2 -13/7	S2 6/8-14/12	Unit Code	Unit Title <i>Formal on campus testing for all full semester subjects.</i>	Hrs
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Core Units

<input type="checkbox"/>		FNSINC601A	Apply economic principles to work in the financial services industry	60
	<input type="checkbox"/>	FNSINC602A	Interpret and use financial statistics and tools	60
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Elective Units

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	<input type="checkbox"/>	FNSACC603A	Implement tax plans and evaluate tax compliance	60
	<input type="checkbox"/>	FNSACC602A	Audit and report on financial systems and records	40
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Total Hours

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Prerequisite units required for FFNS60210 Advanced Diploma in Accounting

<input type="checkbox"/>	<input type="checkbox"/>	BSBITU306A	Design & produce business documents	80
<input type="checkbox"/>	<input type="checkbox"/>	BSBOHS303B	Contribute to OHS hazard identification & risk assessmt	30
<input type="checkbox"/>	<input type="checkbox"/>	FNSACC301A	Process financial transactions & extract interim reports	60
<input type="checkbox"/>	<input type="checkbox"/>	BSBFIA401A	Prepare Financial Reports	50
<input type="checkbox"/>	<input type="checkbox"/>	FNSACC404A	Prepare financial statements for non-reporting entities	60
<input type="checkbox"/>	<input type="checkbox"/>	FNSACC406A	Set up and operate a computerised accounting system	80
<input type="checkbox"/>	<input type="checkbox"/>	FNSACC403A	Make decisions in a legal context	60
<input type="checkbox"/>	<input type="checkbox"/>	FNSBKG404A	Carry out BAS tasks	40
<input type="checkbox"/>	<input type="checkbox"/>	FNSINC401A	Apply principles professional practice fin services industry	30
<input type="checkbox"/>	<input type="checkbox"/>	FNSACC501A	Provide financial and business performance information	60
<input type="checkbox"/>	<input type="checkbox"/>	FNSACC502B	Prepare income tax returns for individuals	60
<input type="checkbox"/>	<input type="checkbox"/>	FNSACC503A	Manage budgets and forecasts	40
<input type="checkbox"/>	<input type="checkbox"/>	FNSACC504A	Prepare financial reports for corporate entities	70
<input type="checkbox"/>	<input type="checkbox"/>	FNSACC506A	Implement and maintain internal control procedures	40
<input type="checkbox"/>	<input type="checkbox"/>	FNSACC507A	Provide management accounting information	60
Total Hours				

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Withdrawing from Your Course/Units & Refund Policy

Diploma & Advanced Diploma level qualifications

Tuition fees are charged for what you enrol in, either per session or for multiple Teaching Periods. If you withdraw from the course prior to the Course start date you will receive a full refund. You must submit a Withdrawal from Course form.

Withdrawing from your Diploma and Advanced Diploma Course after enrolment

If you submit an Official Withdrawal from Course Form prior to the Teaching Period Census Date (s) you will not be charge tuition fee for the relevant Teaching Period (s).

If you have a VET FEE HELP loan and withdraw on or before the Teaching Period Census Date (s) you will not incur a VET FEE- HELP debt for the relevant Teaching Period.

If you withdraw after the Census Date you will be charged tuition fee for the relevant Teaching Period.

Please note: If eligible for a refund, **the minimum fee relevant to the course category will be retained for total course withdrawal except for when the course is cancelled by Swinburne University.**

- Further information at: <http://www.swinburne.edu.au/studentoperations/fees/tafe/withdrawal-refund.html>
- For an Amendment to Enrolment Form: <http://www.swinburne.edu.au/studentoperations/forms/tafe.html>
- For a Withdrawal from Course Form: <http://www.swinburne.edu.au/studentoperations/forms/tafe.html>

Further Information

For more information about online learning requirements, the qualification outlines, the booklist and how to get started with your studies in Blackboard iLearn, please check our website at:

Website: <http://www.tafe.swinburne.edu.au/online/resources/accounting.html>
Email: tafebusinessonline@swin.edu.au
Phone: (03) 9210 1993
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School of Business
Mail:W46/Online
369 Stud Road,
Wantirna VIC 3152.