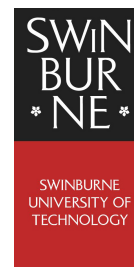


FFNS50210 Diploma of Accounting

January – July 2012



Please read this document carefully in order to accurately complete your enrolment for Semester One 2012.

To give flexibility to our program some online units are delivered within an eighteen week “Semester” and other units are delivered over a six week “Term” or “Teaching Period”. To assist with your planning important dates are listed below:

2012 Online Enrolment Periods						
Semester/Session	Delivery Period	Delivery Weeks	Enrolment Deadline	Term Break (inclusive)	CERT III & IV Withdrawals	DIPLOMA Census Date
ST Summer Term	9 Jan – 24 Feb	7	9 Dec 2011	-	Four (4) weeks from Official Course Commencement	20 January
S1 Semester 1	27 Feb – 13 July	18	11 Feb 2012	6 Apr - 22 Apr		31 March
T1 Term 1	27 Feb – 6 Apr	6	11 Feb 2012	-		9 March
T2 Term 2	23 Apr – 1 Jun	6	30 Mar 2012	-		4 May
WT Winter Term	18 Jun – 27 Jul	6	1 Jun 2012	-		6 Jul
T3 Term 3	6 Aug – 14 Sept	6	20 Jul 2012	-		17 August
S2 Semester 2	6 Aug – 14 Dec	18	20 Jul 2012	17 Sep - 24 Sep		7 September
T4 Term 4	24 Sept – 2 Nov	6	7 Sept 2012	-		5 October
SP Spring Term	5 Nov – 14 Dec	6	19 Oct 2012	-		7 December

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9 units must be achieved:

6 core units

Plus 3 elective units

- **entry requirement** for this qualification is completion of the **9 units which comprise of core from the FNS40610**

Certificate IV in Accounting

- at least 1 of the required electives units of competency must be selected from the elective bank
- the remaining electives may be selected for the elective bank, other units aligned to Certificate IV, Diploma or Advanced Diploma in FNS10 or other endorsed Training Packages or accredited course

Unit Selection

The following units will be delivered January through to July 2012.

This is a part time program, 175 hrs per semester is considered a **maximum** workload.

The hours can be spread between full semester and session based subjects or up to 3 full semester units.

The time frames for these units have been carefully planned to provide you with the best opportunity to successfully complete.

Please be aware of our refund rules. <http://www.swinburne.edu.au/studentoperations/fees/tafe/#refund>

Please select units from the following.

ST 9/1- 24/2	S1 27/2 -13/7	T1 27/2- 6/4	T2 23/4- 1/6	WT 18/6- 27/7	Unit Code		Unit Title <i>Formal on campus testing for all full semester subjects.</i>	Hrs
					Previous Code	Current Code		

Core Units- order of units for most effective study

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	FNSACCT503B	FNSACC503A	Manage budgets and forecasts	40
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	FNSACCT506B	FNSACC506A	Implement and maintain internal control procedures	40
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	FNSACCT504B	FNSACC504A	Prepare financial reports for corporate entities	70
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	FNSACCT502B	FNSACC502A	Prepare income tax returns for individuals	60
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	FNSACCT507B	FNSACC507A	Provide management accounting information	60
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		FNSACC501A	Provide financial and business performance information	60

Elective Units

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	FBITU402A	BSBITU402A	Develop & use complex spreadsheets	50
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		BSBPMG510A	Manage projects	60
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		FNSORG506A	Prepare financial forecasts and projections	70

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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.

The cost for enrolling in RPL is the same as for enrolling in Online Study.

Please select units from the following.

Enrol in RPL	Unit Code		Unit Title	Hrs
	Previous Code	Current Code		

Core Units - order of units for most effective study

<input type="checkbox"/>	FNSACCT503B	FNSACC503A	Manage budgets and forecasts	40
<input type="checkbox"/>	FNSACCT506B	FNSACC506A	Implement and maintain internal control procedures	40
<input type="checkbox"/>	FNSACCT504B	FNSACC504A	Prepare financial reports for corporate entities	70
<input type="checkbox"/>	FNSACCT502B	FNSACC502A	Prepare income tax returns for individuals	60
<input type="checkbox"/>	FNSACCT507B	FNSACC507A	Provide management accounting information	60
<input type="checkbox"/>	-	FNSACC501A	Provide financial and business performance information	60

Elective Units

<input type="checkbox"/>	FBITU402A	BSBITU402A	Develop & use complex spreadsheets	50
<input type="checkbox"/>	-	BSBPMG510A	Manage projects	50
<input type="checkbox"/>	-	FNSORG506A	Prepare financial forecasts and projections	70

Units available only for students completing previous Diploma in Accounting course - FFNS50204

<input type="checkbox"/>	BSBFIA401A	BSBFIA401A	Prepare Financial Reports	50
<input type="checkbox"/>	FACCT405B	FNSACC404A	Prepare financial statements for non-reporting entities	60
<input type="checkbox"/>	FACCT407B	FNSACC406A	Set up and operate a computerised accounting system	80
<input type="checkbox"/>		BSBOHS303B	OHS Hazard identify risk assessment	30
<input type="checkbox"/>	FKPG404A	FNSBKG404A	Carry out BAS tasks	40

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
- Facsimile:** (03) 9887 1017
- Address:** Swinburne University
School of Business
Mail:W46/Online
369 Stud Road,
Wantirna VIC 3152.