



Australian College
Empowering Everyone



Course Brochure

Accounting & Finance Courses

www.australiancollege.edu.au

Why should you choose to study with Australian College?



✓ Flexible Learning

- Self paced
- Access your training wherever and whenever suits your lifestyle

✓ Unparalleled Support

- Full access to your virtual campus 24/7
- Unlimited trainer, assessor and student services support throughout your studies

✓ Payment Plans To Suit You

- Flexible, cost-effective, interest free, payment options
- Price-match opportunity available

✓ More Opportunities For You

- Thousands of our students have already graduated with nationally recognised qualifications
- Begin an exciting career with some of the best-known companies in Australia or Internationally
- Own and operate your own business
- Up skill and climb the corporate ladder
- Learn something different and take your hobby to the next level

Join our graduates enjoying successful, exciting careers across many industries.

Our Courses


Use our key to help you identify where you're at and which course would be suitable for you.

Certificate level	Description
Certificate II	VET education for high school students.
Certificate III	First job or entry into the workforce.
Certificate IV	Already employed in an entry level job and looking to expand your knowledge, move up the corporate ladder.
Diploma	Already working and looking to move into a frontline management role, more senior position, or area of specialisation.

Accredited Courses

FNS30317 Certificate III in Accounts Administration

COURSE SUMMARY

Course Code:	FNS30317	Flexible duration:	Must be completed by 15/12/2023
Qualification gained:	Certificate III in Accounts Administration	Study load:	Self-paced
Nationally recognised:		Start date:	Start anytime
Study mode:	Flexible delivery (including online with some projects/activities and/or skills-based training).		
Delivery methods:	This course is delivered using an asynchronous study methodology, utilising mainly online delivery (eLearning) of training materials supported with emails and phone calls with the trainer and assessor, on request.		
Assessment method:	Assessments may vary according to each subject, but overall may include the following: <ul style="list-style-type: none"> • Knowledge/Theory-based short answer questions • Projects 		
Course units:	FNSINC301 Work effectively in the financial services industry FNSACC416 Set up and operate a computerised accounting system FNSACC311 Process financial transactions and extract interim reports FNSACC312 Administer subsidiary accounts and ledgers BSBSMB421 Manage small business finances FNSACC313 Perform financial calculations BSBITU306 Design and produce business documents BSBWRT301 Write simple documents BSBCUS301 Deliver and monitor a service to customers FNSACC304 Conduct business activities using a computerised accounting system BSBCMM301 Process customer complaints		
Career opportunities:	Accounts Clerk, Administration Officer, Data Entry Check, Executive Assistant, Office Assistant, Payroll Clerk		

ENTRY REQUIREMENTS

The training package does not stipulate any mandatory entry requirements for the qualification delivered by this course.

The admission criteria are articulated through Australian College marketing and pre-enrolment information and include the following:

- Students will undertake a Language, Literacy and Numeracy review before Australian College accepts their application for enrolment. The student must have a good command of spoken and written English. They must have the skills to understand different numeracy concepts and to read and write a range of business documents and communications.
- Depending on the unit, students may be required to interact with actual or simulated team members, clients and staff and may be required to participate in audio/video-recorded role-plays with others.
- Students must be at least 16 years of age before the date of enrolment. Where a student is less than 18 years of age, parents or guardians must also provide enrolment consent.

Students must have access to and be able to operate:

- An internet-enabled PC/Laptop or similar running a current operating system (E.g Windows 10 or Mac OSX)
- An audio/video recording device (such as a mobile phone) for the purpose of preparing audio/video assessment recordings
- Microsoft Office (or compatible software)
- Current web browser (e.g., Chrome)
- Adobe Acrobat Reader or another PDF document viewer
- Valid email address

Overseas Students Policy


This course is not available to students on an Overseas Student Visa. As defined in the ESOS Act 2000, 'Overseas students' are not eligible to apply to enrol in this nationally recognised course, nor are they eligible for certification. Please refer to the Enrolment Terms and Conditions.

QUALIFICATION PATHWAYS

Attain the FNS30317 Certificate III in Accounts Administration qualification, and you can then use some of the course units towards the FNS40217 Certificate IV in Accounting and Bookkeeping. This is ideal if you are looking to become a BAS Agent in the future as the FNS40217 Certificate IV in Accounting and Bookkeeping meets the education requirements for official BAS agent registration with the Tax Practitioners Board.

FNS40217 Certificate IV in Accounting and Bookkeeping

COURSE SUMMARY

Course Code:	FNS40217	Flexible duration:	Must be completed by 15/12/2023
Qualification gained:	Certificate IV in Accounting and Bookkeeping	Study load:	Self-paced
Nationally recognised:		Start date:	Start anytime

Study mode: Flexible delivery (including online with some projects/activities and/or skills-based training).

Delivery methods: This course is delivered using an asynchronous study methodology, utilising mainly online delivery (eLearning) of training materials supported with emails and phone calls with the trainer and assessor, on request.

Assessment method: Assessments may vary according to each subject, but overall may include the following:

- Knowledge/Theory-based short answer questions
- Projects

Associated with:



Students get access to the Australian Bookkeepers Network (ABN) and the Australian Bookkeepers Association (ABA).

Your ABN complimentary 3-months of the minimum 12 month subscription gives you access to the online resource centre that will save you time, will provide you with the help, support and information that you need, when you need it, so that you can make the right decisions.

Your ABA complimentary 3-months subscription is included with your ABN membership and gives you recognition as a member of a professional association with relevant government bodies.

Course units:

- FNSACC408 Work effectively in the accounting and bookkeeping industry
- FNSACC416 Set up and operate a computerised accounting system
- FNSACC312 Administer subsidiary accounts and ledgers
- FNSACC311 Process financial transactions and extract interim reports
- BSBSMB412 Introduce cloud computing into business operations
- BSBFIA401 Prepare financial reports
- FNSTPB401** Complete business activity and instalment activity statements

FNSTPB402** Establish and maintain payroll systems
FNSACC412 Prepare operational budgets
FNSACC511 Provide financial and business performance information
BSBITU402 Develop and use complex spreadsheets
BSBITU306 Design and produce business documents
BSBCUS301 Deliver and monitor a service to customers

**Unit required for the FNSSS00004 BAS Agent Registration Skill Set. The Tax Agent Services Act 2009 prescribes through the Regulations that to be eligible for registration as a BAS Agent or Tax Agent with the Tax Practitioners Board, that at least 40% of the skill set (the projects in the 2 units) must be completed under independent supervision. The strategic alliance that Australian College has in place with the Australian Bookkeepers Network (ABN) and the Australian Bookkeepers Association (ABA) supports our students to achieve this requirement

Career opportunities: Accounts Officer, Accounts Receivable Officer, Assistant Accountant, Bookkeeper, Payroll Officer

ENTRY REQUIREMENTS

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QUALIFICATION PATHWAYS

This course, FNS40217 Certificate IV in Accounting and Bookkeeping is a pre-requisite and entry requirement for the FNS50222 Diploma of Accounting course. Graduates may choose to further their study through enrolment in the FNS50222 Diploma of Accounting.

Skill Sets

FNSSS00004 BAS Agent Registration Skill Set

COURSE SUMMARY

Course Code:	FNSSS00004	Flexible duration:	Up to 6 months
Qualification gained:	BAS Agent Registration Skill Set	Study load:	Self-paced
Nationally recognised:		Start date:	Start anytime
Study mode:	Flexible delivery (including online with some projects/activities and/or skills-based training).		
Delivery methods:	This course is delivered using an asynchronous study methodology, utilising mainly online delivery (eLearning) of training materials supported with emails and phone calls with the trainer and assessor, on request.		
Assessment method:	Assessment methods for this course differ from module to module and may include: <ul style="list-style-type: none">• Knowledge/Theory-based short answer questions• Projects		
Associated with:	<div></div> <p>Students get access to the Australian Bookkeepers Network (ABN) and the Australian Bookkeepers Association (ABA).</p> <p>Your ABN complimentary 3-months of the minimum 12 month subscription gives you access to the online resource centre that will save you time, will provide you with the help, support and information that you need, when you need it, so that you can make the right decisions.</p> <p>Your ABA complimentary 3-months subscription is included with your ABN membership and gives you recognition as a member of a professional association with relevant government bodies.</p>		
Course units:	FNSTPB401** Complete business activity and instalment activity statements FNSTPB402** Establish and maintain payroll systems		
	** Unit required for the FNSSS00004 BAS Agent Registration Skill Set. The Tax Agent Services Act 2009 prescribes through the Regulations that to be eligible for registration as a BAS Agent or Tax Agent with the Tax Practitioners Board, that at least 40% of the skill set (the projects in the 2 units) must be completed under independent supervision. The strategic alliance that Australian College has in place with the Australian Bookkeepers Network (ABN) and the Australian Bookkeepers Association (ABA) supports our students to achieve this requirement		
Career opportunities:	BAS Agent		

ENTRY REQUIREMENTS

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QUALIFICATION PATHWAYS

Attain the FNSSS00004 BAS Agent Registration Skill Set qualification, and you can then use some of the course units towards the FNS40217 Certificate IV in Accounting and Bookkeeping.

FNSSS00014 Accounting Principles Skill Set

COURSE SUMMARY

Course Code: FNSSS00014
Qualification gained: Accounting Principles Skill Set
Nationally recognised:



Flexible duration: Up to 9 months
Study load: Self-paced
Start date: Start anytime

Study mode: Flexible delivery (including online with some projects/activities and/or skills-based training).

Delivery methods: This course is delivered using an asynchronous study methodology, utilising mainly online delivery (eLearning) of training materials supported with emails and phone calls with the trainer and assessor, on request.

Assessment method: Assessments may vary according to each subject, but overall may include the following:

- Knowledge/Theory-based short answer questions
- Projects

Associated with:



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Your ABA complimentary 3-months subscription is included with your ABN membership and gives you recognition as a member of a professional association with relevant government bodies.

Course units:

- FNSACC311 Process financial transactions and extract interim reports
- FNSACC312 Administer subsidiary accounts and ledgers
- FNSACC408 Work effectively in the accounting and bookkeeping industry
- FNSACC416 Set up and operate a computerised accounting system
- FNSTPB401** Complete business activity and instalment activity statements
- FNSTPB402** Establish and maintain payroll systems
- BSBFIA401 Prepare financial reports

**Unit required for the FNSSS00004 BAS Agent Registration Skill Set. The Tax Agent Services Act 2009 prescribes through the Regulations that to be eligible for registration as a BAS Agent or Tax Agent with the Tax Practitioners Board, that at least 40% of the skill set (the projects in the 2 units) must be completed under independent supervision. The strategic alliance that Australian College has in place with the Australian Bookkeepers Network (ABN) and the Australian Bookkeepers Association (ABA) supports our students to achieve this requirement

Career opportunities: Basic accounting administration

ENTRY REQUIREMENTS

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QUALIFICATION PATHWAYS

Attain the FNSSS00004 BAS Agent Registration Skill Set qualification, and you can then use some of the course units towards the FNS40217 Certificate IV in Accounting and Bookkeeping.

Personal Development

FIN Australian College Certificate in Accounting and Finance (Personal Finance)

COURSE SUMMARY

Course Code:	FIN	Flexible duration:	Up to 12 months
Qualification gained:	Australian College Certificate in Accounting and Finance (Personal Finance)	Study load:	Self-paced
Nationally recognised:	No	Start date:	Start anytime
Study mode:	Flexible delivery (including online with some projects/activities and/or skills-based training).		
Assessment method:	Short Answer Questions, Writing Assessments		
Course units:	Module 1 - Personal Finance Organisation Reading 1 - Personal Finance 101 Introduction to personal finance The 9 main aspects of personal finance Getting money motivated A recap of basic calculations Helpful terminology Reading 2 - Documentation Working with Excel spreadsheets Creating documents to monitor your finances The ledger Getting organised and setting up a finance system Creating a budget		

Module 2 - Strategies For Personal Finance Health

Reading 1 - Saving And Expense Management

Setting financial goals

Savings

Expense management

Making tax time easier

30 ideas for generating additional revenue streams

Reading 2 - Reducing Debt And Growing Your Assets

Reducing debt

Protecting your assets

Investing your money

More tips for financial health

ENTRY REQUIREMENTS

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If you have any questions about the College, our courses, or need help with enrolment, please contact us.



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Centrelink: 2P721



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