



# Diploma of Accounting

State ID: BDP8

## About this course

### Accounting is the language of practical business life

This course builds on the Certificate IV in Accounting and provides you with skills in **creating manual and computerised summaries of the financial transactions** of an organisation.

You'll also **manage a small team as a project** and **develop business plans**.

Keen to get started? We offer this course **online**, visit [Apply and enrol](#) for more information.

### Gain these skills

- Manage budgets and forecasts
- Produce and analyse financial reports
- Prepare tax returns
- Provide financial and business performance information

### Is this course right for me?

I have the following attributes:

- Analytical thinking and problem solving skills
- Attention to detail
- Strong organisational and record keeping skills
- Good communication skills
- Able to work as part of a team

## Details

### Semester 1, 2020

---

## Joondalup (Kendrew Crescent) - On Campus



Duration: **1 Semester/s**



When: **Semester 1, 2020**



How: **On campus**

## Units

---

### Core

National ID	Unit Title
FNSACC511	Provide financial and business performance information
FNSACC512	Prepare tax documentation for individuals
FNSACC513	Manage budgets and forecasts
FNSACC514	Prepare financial reports for corporate entities
FNSACC516	Implement and maintain internal control procedures
FNSACC517	Provide management accounting information

### Elective

National ID	Unit Title
BSBFIA401	Prepare financial reports
BSBITU402	Develop and use complex spreadsheets
FNSACC408	Work effectively in the accounting and bookkeeping industry
FNSINC602	Interpret and use financial statistics and tools
FNSTPB401	Complete business activity and instalment activity statements

## Entrance requirements

Completion of the [FNSSS00014 Accounting Principles Skill Set](#); or completion of [FNS40217 Certificate IV Accounting and Bookkeeping](#) or equivalent.

## Further study

North Metropolitan TAFE offers you a range of further study opportunities, see below for a list of related courses.

## Job opportunities



[Accounts Clerk](#) | [Assistant Accountant](#) | [Accounting Manager](#) | [Financial Administration Officer](#) | [Bookkeeper](#) | [Payroll Officer](#) | [Senior Payroll Officer](#)

Other job titles may include:

- Finance Sector Supervisor
- Senior Financial Clerk

*Please note this list should be used as a guide only as job titles and qualification requirements may vary between organisations.*

## Important information

This course is six months (1 semester) full time after completion of the [Certificate IV in Accounting and Bookkeeping](#) or equivalent.

Other costs for consideration:

- Text Books
- Stationery

Typical timetable:

- 3 days per week

## Fees and charges

View our [Indicative Fees list](#)

### Local full time students

Course fees are made up of two components, tuition fees and resource fees.

**Tuition fees** are determined by multiplying the course fee rate by the nominal hours, which is the number of hours in which an average student could be expected to complete each unit. They are not the hours of training or instruction.

**Resource fees** are charges for material that are essential to a course or unit, and are purchased by NMT to be used by students during the course.

Fees may vary depending on the units you are enrolled in so an approximate amount has been shown. You will be given the exact amount of your fees at enrolment. Part time student fees will vary depending on the number of units you are enrolled in.

Please note, you may also need to buy textbooks or equipment for your course.



**North  
Metropolitan**

*We're working for  
Western Australia.*

## **International Students**

Check [TAFE International WA](#) to confirm this course is available to international students. You will pay your tuition fees to TIWA.

**Please note, fees are subject to change.**



RTO code: 52786  
Printed: 18/11/2019