

DIPLOMA OF ACCOUNTING

Learn the art of numbers and prepare for a career in accounting and finance.



Take your career to the next level by learning advanced accounting concepts. Completing this course will enable you to work in accounting roles that require sound decision making based on analysis of accounting and management information.

This qualification will prepare you for employment in the accounting and finance field. Such employment positions may include assistant accountant, office manager, administration manager, budget officer or similar para-professional accounting roles.

COURSE DURATION

Full-Time: 6 months*

Part-Time: 18 months*

**Subject to completing all entry requirements*

DID YOU KNOW?

Successful completion of this course can also lead to further study at University.

www.gippstafe.edu.au

ENTRY REQUIREMENTS

Applicants will be required to have completed or demonstrate competency in the following units:

Industry Core Units (4 units)	
FNSICGEN301B	Communicate in the workplace
FNSICGEN302B	Use technology in the workplace
FNSICGEN304B	Apply health and safety practices in the workplace
FNSICIND401B	Apply principles of professional practice to work in the financial services industry
Prerequisites Units (5 units)	
FNSICASS304B	Prepare and bank receipts
FNSICASS306B	Process journal entries
FNSACCT407B	Set and operate a computerised accounting system
BSBADM408A	Prepare financial reports
BSBCMN308A	Maintain financial records

COURSE STRUCTURE

17 units of competency are required for this qualification including 14 core units and 3 non-core units.

Diploma of Accounting - FNS50204	
Unit Code	Unit Name
Core Units	
FNSACCT502B	Prepare income tax returns
FNSACCT503B	Manage budgets and forecasts
FNSACCT504B	Prepare financial reports for a reporting entity
FNSACCT506B	Implement and maintain internal control procedures
FNSACCT507B	Provide management accounting information
Non-Core Units	
FNSICORG517B	Prepare financial forecasts and projections
PSPPROC502A	Establish contract management arrangements
FNSACCT501B	Provide financial and business performance information

ASSESSMENT

Assessment for this course will include a combination of competency based assessment methods including classroom testing, observation of training presentations, discussions, written work or workplace observations.

OPPORTUNITIES FOR FURTHER STUDY

Bachelor of Business and Commerce – Monash University Gippsland

Bachelor of Business and Commerce (Global) – Monash University Gippsland

On successful completion of the Diploma of Accounting at GippsTAFE graduates are guaranteed 4 units credit toward the above Monash University qualification.



MONASH University

FURTHER INFORMATION

Yallourn and Morwell Campuses

Business Services

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Warragul Campus

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