



ACCOUNTING & FINANCE

FACULTY OF BUSINESS & COMPUTING
GLENDALE CAMPUS

Would you like to start your career in ACCOUNTING?

DIPLOMA OF ACCOUNTING **Glendale Campus**

TAFE Course Code: 11362
National Course Code: FNS50210

Attendance 2011

Monday 28 November 2011
10.00 am
Room L.1.25

Enrolment and orientation
Course requirements/textbooks etc
Morning tea provided - parents invited

12 to 14 December 2011
9.00 am to 4.30 pm
Room L.1.26

BSBOHS303B Contribute to OHS hazard identification
and risk assessment
BSBITU306A Design and produce business documents
(commence unit)

December 2011/January 2012

Continue with computing workbook

Attendance 2012

Monday, Tuesday, Wednesday 9.00 am to 4.30 pm

23 January to 4 April 2012
23 April to 27 June 2012
16 July to 19 September
8 October to 27 November

Units to be studied

BSBITU306A	Design and produce business documents
BSBITU402A	Develop and use complex spreadsheets
FNSACC302A	Administer subsidiary accounts and ledgers
BSBFIA401A	Prepare financial reports
FNSACC301A	Process financial transactions and extract interim reports
FNSACC403A	Make decisions in a legal context
FNSACC404A	Prepare financial statements for non-reporting entities



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FNSACC406A	Set up and operate a computerised accounting system
FNSBKG404A	Carry out business activity and instalment activity statement tasks
FNSINC401A	Apply principles of professional practice to work in the financial services industry
FNSBKG405A	Establish and maintain a payroll system
FNSACC401A	Process business tax requirements
FNSACC501A	Provide financial and business performance information
FNSACC502A	Prepare income tax returns for individuals
FNSACC503A	Manage budgets and forecasts
FNSACC504A	Prepare financial reports for corporate entities
FNSACC506A	Implement and maintain internal control procedures
FNSACC507A	Provide management accounting information

Work Experience

Work experience of **at least 70 hours** will be organised with employers

- Two weeks during vacation OR
- One day per week for at least 10 weeks OR
- Two days per week for at least 5 weeks

Course Coordinator contact details

Janelle Davey, Head Teacher
Ph 4979 1729

janelle.davey@tafensw.edu.au

Normal TAFE fees apply:

Diploma Course	\$1274
Govt Benefit Recipients	52
Aboriginal or Torres Strait Islander	0
Student with Disability	0

Textbooks will be required

BOOST – Better Opportunities and Outcomes for School Transition

This training is funded by State Training Services through the Strategic Skills Program (SSP).