



# **BRISBANE COLLEGE OF AUSTRALIA**

## **ACCOUNTING STUDIES**

### **COURSE INFORMATION**



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Dear Potential Student,

Thank you for your interest in studying Accounting at the Brisbane College of Australia.

This document contains our Accounting Course information. There are three different Accounting courses available at our college:

- Certificate III in Accounts Administration
- Certificate IV in Accounting
- Diploma of Accounting

Brisbane College of Australia is located in the prime position of Brisbane's Central Business District surrounded by many shops, cafes, entertainment and public transport.

We have an experienced, dedicated teaching team and excellent materials. As an insight into our well-equipped facilities, we offer Counselling Services and Social Activities. Our college has a kitchen, lunchroom, computer room, printing and photocopying facilities and library available to all students. The library has a range of books, CDs and journals to assist our students in their learning experience.

Information regarding the course details, duration and entry requirements can be found in the pages to follow.

We hope this information is useful and look forward receiving your application.

Yours Sincerely

Administration Team

# 2012 Course Information

All fees are Australian Dollars

COURSE	FULL TIME TUITION FEE	DURATION	TEXTBOOKS
Certificate III in Accounts Administration (Domestic)	\$3 500	4 months	\$400
Certificate IV Accounting	\$4 500	½ year	\$400
Diploma of Accounting (Accelerated)	\$9 250	1 year	\$400
Diploma of Accounting	\$12 500	1 ½ years	\$400

## 2012 COURSE STARTING DATES

16 Jan	6 Feb	5 Mar	2 Apr	8 May	4 June	2 July	6 Aug	3 Sept	1 Oct	5 Nov	3 Dec
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## 2012 PUBLIC HOLIDAYS

2 Jan	26 Jan	6 Apr	7 Apr	9 Apr	25 April	7 May	11 June	15 Aug	25 Dec	26 Dec
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## ACADEMIC CALENDER

TERM	TERM DATES	HOLIDAY PERIOD
<b>Term 1 2011</b>	16 January 2012 – 16 March 2012	26 March 2012 – 3 April 2012
<b>Term 2 2011</b>	2 April 2012 – 15 June 2012	16 June 2012 – 1 July 2012
<b>Term 3 2011</b>	2 July 2011 – 14 September 2012	15 September 2011 – 30 September 2012
<b>Term 4 2011</b>	1 October 2012 – 14 December 2012	15 December 2011 – 13 January 2013

## OVERSEAS STUDENT HEALTH COVER

Length of policy	Single	Family
Up to 3 months	\$99.99	\$250.14
Up to 6 months	\$199.98	\$500.28
Up to 9 months	\$299.97	\$750.42
Up to 12 months	\$399.96	\$1,000.56

Health Cover is provided by Bupa OSHC. All premiums include GST, are in Australian dollars and may be subject to change.

## ACCOMMODATION

TYPE	PRICE (\$AU)	PROVIDED
Homestay	\$230 p/wk	3 Meals/day & Utilities
Share Accommodation	\$150-250 p/wk	Price includes an estimation of food and utilities costs.

Accommodation requires a \$100 placement fee and additional nights for home-stay accommodation is \$30 per night.

## SAMPLE TIMETABLE\*

DAY/TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9:00am - 10:30am		Accounting	Accounting	Accounting	Accounting
10:30am – 10:45am	<b>Morning Break</b>				
10:45am – 12:15pm		Accounting	Accounting	Accounting	Accounting
12:15pm – 1:15pm	<b>Lunch</b>				
1:15pm – 3:15pm		Accounting	Accounting	Accounting	Accounting

\*The sample timetable is subject to change

## **Certificate III in Accounts Administration (Domestic)**

### **FNS30310**



This qualification is aimed at new entrants to the Accounting Industry. It is ideally suited to those wishing to gain a basic and variety of knowledge of Accounts Administration duties.

The course consists of 11 Units of Competency across a variety of areas including Financial Transactions and Reports, Business technology, Customer Service and Financial Calculations.

#### **Entry Requirement**

For International Students, the pre-requisite for entering this course is an IELTS score of 5.5 with no band less than 5.0 (or equivalent). A high school certificate is also required for entry to this course.

#### **Career and study pathway**

Successful completion of this qualification may lead to further study such as the Certificate IV in Accounting or employment in the Financial Services sector as an entry-level accounts administration clerk. The areas of employment for an entry-level employee may include: accounts payable/accounts receivable, payroll, customer service in financial transactions, front line cashiering and bank account maintenance and checking and processing financial data entry.

#### **Learning Outcomes**

Upon completion of this course, a Certificate III Accounts Administration will be issued. Students will gain a basic and variety of knowledge of Accounts Administration duties. Students may continue on to the Certificate IV in Accounting or gain a position as an entry-level accounts administration clerk.

#### **Units of Competency**

Students must complete the 7 Core Units listed and select 4 Elective Units from the list below. Students who have previously completed any units of competency from the lists below, or any other eligible units may have them credited towards this qualification via the Recognition of Prior Learning Process (RPL).

#### **Core Units**

BSBOHS303B Contribute to OHS hazard identification and risk assessment  
BSBWOR204A Use business technology  
BSBWRT301A Write simple documents  
FNSACC301A Process financial transactions and extract interim reports  
FNSACC302A Administer subsidiary accounts and ledgers  
FNSACC303A Perform financial calculations  
FNSINC301A Work effectively in the financial services industry

#### **Elective Units**

BSBCMM301A Process customer complaints  
BSBCUS301A Deliver and monitor a service to customers  
BSBCUS403A Implement customer service standards  
BSBFIA302A Process payroll  
BSBFIA401A Prepare financial reports  
BSBITU304A Produce spreadsheets  
BSBITU305A Conduct online transactions  
BSBRKG303B Retrieve information from records  
BSBRKG304B Maintain business records  
BSBWOR301A Organise personal work priorities and development  
FNSACC301A Process financial transactions and extract interim reports  
FNSACM301A Administer financial accounts

FNSACM302A Prepare, match and process receipts  
FNSACM303A Process payment documentation  
FNSBKG402A Establish and maintain a cash accounting system  
FNSBKG403A Establish and maintain an accrual accounting system  
FNSBKG405A Establish and maintain a payroll system  
FNSCRD301A Process applications for credit  
FNSCRD302A Monitor and control accounts receivable  
FNSCRD405A Manage overdue customer accounts  
FSNCUS402A Resolve disputes  
FNSORG301A Administer fixed asset register  
FNSRTS301A Provide customer service in a retail agency  
FNSRTS302C Handle foreign currency transactions  
FNSRTS304A Administer debit card services  
FNSRTS307A Maintain Automatic Teller Machine (ATM) services  
FNSRTS308A Balance cash holdings  
FNSRTS309A Maintain main bank account

### **Program Structure**

All units of competency are to be taught separately due to the wide range of possible combinations available. This allows for students to choose units which do not overlap with other units they have chosen, or have already completed.

Forms of assessment may include: written tasks, multiple choice tests, projects/assignments/reports, feedback given and response, role plays and questioning/interview/discussion. This may vary per unit of competency.

The duration of this course will only be offered as full time for a total of 4 months. The mode of delivery is internal on Brisbane City campus only.

## **Certificate IV in Accounting**

### **FNS40610**



#### **Description**

This qualification is aimed those seeking to build on their Certificate III qualifications and experience and gain an accounting support role involving: business activity statements, operational reporting, non-complex management reports, maintaining inventory records, small office management and supervising the operation of computer-based financial systems.

The course consists of 13 units of competency in areas such as financial statements, transactions and reports, business documents, business activity statements, legal decision making and computerised accounting systems.

#### **Entry Requirement**

For International Students, the pre-requisite for entering this course is an IELTS score of 5.5 with no band less than 5.0 (or equivalent). A high school certificate is also required.

#### **Career and study pathway**

Upon successful completion of the Certificate IV in Accounting, students may continue on to further study such as the Diploma of Accounting or gain employment in an accounts support role performing duties such as: business activity statements, operational reporting, non-complex management reports, maintaining inventory records, small office management and supervising the operation of computer-based financial systems.

#### **Learning Outcomes**

Upon completion of this course, a Certificate IV in Accounting will be issued. Students will gain a variety of knowledge in accounting support duties. Students may continue on to the Diploma of Accounting or gain an accounting support role.

#### **Units of Competency**

Students must complete the 9 Core Units and 4 Elective Units are to be chosen from the listed below. Students who have completed any eligible units of competency may credit those units towards this qualification via the Recognition of Prior Learning Process (RPL).

#### **Core Units**

- BSBFIA401A Prepare financial reports
- BSBITU306A Design and produce business documents
- BSBOHS303B Contribute to OHS hazard identification and risk assessment
- FNSACC301A Process financial transactions and extract interim reports
- FNSACC403A Make decisions in a legal context
- FNSACC404A Prepare financial statements for non-reporting entities
- 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

#### **Electives**

- BSBITU402A Develop and use complex spreadsheets
- BSBPMG403A Apply cost management techniques
- BSBWRT301A Write simple documents
- FNSACC302A Administer subsidiary accounts and ledgers
- FNSACC303A Perform financial calculations
- FNSACC401A Process business tax requirements
- FNSACC402A Prepare operational budgets
- FNSACC405A Maintain inventory records

FNSBKG405A Establish and maintain a payroll system \*

FNSACM401A Evaluate and authorise payment requests

FNSORG505A Prepare financial reports to meet statutory requirements

FNSORG506A Prepare financial forecasts and projections

\*The unit FNSBKG405A Establish and maintain a payroll system is required for students seeking Business Activity Statement (BAS) agent registration. BC recommends students complete this unit.

### **Program Structure**

All units of competency are to be taught separately due to the wide range of possible combinations available. This allows for students to choose units which do not overlap with other units they have chosen, or have already completed.

Forms of assessment may include: written tasks, multiple choice tests, projects/assignments/reports, feedback given and response, role plays and questioning/interview/discussion. This may vary per unit of competency.

The duration of this course will only be offered as full time for a total of 1/2 year. The mode of delivery is internal on Brisbane City campus only.

# **Diploma of Accounting**

## **FNS50210**



### **Description**

This qualification is aimed those seeking to build on their Certificate IV qualification and experience and gain an accounting assistant role involving: introducing and maintaining accounting systems, maintaining internal control systems, preparing tax returns and financial statements, reporting and developing business plans.

The course consists of 9 units of competency in areas such as workplace communication, financial reporting, accounting systems, professional development, budgets and forecasts, tax returns and internal control procedures.

### **Entry Requirement**

For International Students, the pre-requisite for entering this course is an IELTS score of 5.5 with no band less than 5.0 (or equivalent). A high school certificate and the successful completion of FNS40610 Certificate IV in Accounting also required.

### **Career and study pathway**

After completing the Diploma of Accounting students may gain employment as an assistant accountant or accounting employee performing duties such as: preparing tax returns, maintaining accounting and internal control systems, preparing financial statements, managing small teams and developing business plans. Students may choose to go onto further study such as the Advanced Diploma of Accounting or gain credit towards a university degree such as Bachelor of Accounting.

### **Learning Outcomes**

Upon completion of this course, a Diploma of Accounting will be issued. Students will gain a wide variety of knowledge in accounting duties. Students may continue on to the Advanced Diploma of Accounting or Bachelor of Accounting or gain a position as an assistant accountant.

### **Units of Competency**

Students must complete the 6 Core Units and select 3 Elective Units from the list below. Students who have completed any eligible units of competency may credit those units towards this qualification via the Recognition of Prior Learning Process (RPL).

#### **Core Units**

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

#### **Electives**

BSBITU402A Develop and use complex spreadsheets

BSBWOR401A Establish effective workplace relationships

FNSACC505A Establish and maintain accounting information systems

FNSACC607A Evaluate business performance

FNSINC601A Apply economic principles to work in the financial services industry

FNSINC602A Interpret and use financial statistics and tools

FNSFMK505A Comply with financial services legislation and industry codes of practice

FNSORG505A Prepare financial reports to meet statutory requirements

FNSORG506A Prepare financial forecasts and projections

## **Program Structure**

All units of competency are to be taught separately due to the wide range of possible combinations available. This allows for students to choose units which do not overlap with other units they have chosen, or have already completed.

Forms of assessment may include: written tasks, multiple choice tests, projects/assignments/reports, feedback given and response, role plays and questioning/interview/discussion. This may vary per unit of competency.

The duration of this course will only be offered as full time for a total of 1 1/2 years or accelerated full time for 1 year. The mode of delivery is internal on Brisbane City campus only.

**All Students must read this document carefully before signing the student agreement**

**REFUND POLICY**

1. All requests for cancellations, transfers and refunds must be made in writing and require the presentation of relevant supporting documentation.
2. Upon approval the application will be refunded in accordance with the ESOS regulations.
3. No refunds will be given to students who are expelled for unacceptable behaviour or non-compliance with visa conditions.
4. If, after the full payment of fees a student withdraws an application the following will apply:
  - 4.1 If written notice is received by BC for more than 28 days before the commencing of the course a cancellation fee of 15% will be deducted from the fees received.
  - 4.2 If written notice is received by BC up to 28 days, but more than 14 days prior to the course commencing a cancellation fee of 20% will be deducted from fees received.
  - 4.3 If a student withdraws within 14 days of the commencement of the course, no refund will be made.
  - 4.4 No refund will be made for that portion of the tuition fee that is payable as counselling fees to the students appointed agent.
5. If the visa is refused by the Australian Authority an administration fee will be deducted and a refund of the tuition fee will be given.
6. If the course has not commenced and BC cannot deliver the course, BC will refund your full tuition fee (including your enrolment fee).
7. If the course has commenced and BC can no longer deliver the course, BC will refund the tuition fees for the portion of the course that has not yet been delivered.
8. The registered provider's dispute resolution processes do not circumscribe the student's right to pursue other legal remedies.
9. This agreement does not remove the right to take action under Australia's consumer protection laws.
10. BC may provide student information, including enrolment details, visa-related information, academic performance and attendance records, to Australian Commonwealth and State agencies and to the managers of the ESOS Assurance Fund.
11. In the case of a student returning home any refund will only be made after the student ID card is returned and immigration notified.

**GUARANTEE OF TRAINING/ASSESSMENT**

Once a student has successfully enrolled and paid for an entire course, BC is under obligation to deliver the training and assessment for that entire course. In the event that BC is unable to deliver the training and assessment for that course, a refund will be given in accordance with BC's Refund Policy.

**ATTENDANCE OBLIGATIONS**

Students studying courses in Australia on a student visa are required by law to attend 80% of all classes. It is mandatory to attend 20 hours of lessons per week. BC is under obligation to report to the Department of Immigration and Citizenship if this requirement is not met.

**TRANSFERS**

**Transfer to another educational institution**

1. Under Student Visa Regulations it is not possible to transfer to another education institution for the duration of any preliminary course and/or the first six months of the principal course, except where:
  - 1.1 The college has ceased to be registered or the course in which the student is enrolled has ceased to be registered.
  - 1.2 A written letter of release has been provided by the College.
  - 1.3 A sanction has been imposed on the College's registration by the Queensland or Australian Government that prevents the student from continuing the principal course.
- 1.3 Any government sponsor of the student considers the change to be in the student's best interest and has provided written support for that change.
2. Requests for transfer must be made to the Administration Office in writing and be accompanied by a letter of offer from the receiving institution. Evidence of exceptional and/or extenuating circumstances is also required.
3. If approved, any money transferred will be in accordance with BC's Refund Policy.

**Transfer to another course at BC**

- 1 All applications to transfer to another course at BC should be made on the 'Request for Internal Transfer' form available at the Administration Office in consultation with the relevant teaching departments.
- 2 Where a transfer is granted students must pay an administration fee of AU\$100 plus any additional tuition fees applicable to the new course before starting the new course.

**ACCOMODATION AND AIRPORT TRANSFER FEE REFUND POLICY**

1. If the student's application for enrolment or visa is denied, a full refund is given.
2. Except for in the above instance, the Accommodation Placement and Airport transfer fees are non-refundable.
3. If at least 28 days notice is given for cancellation of accommodation, a full refund will be given. If less than 28 days notice is given, a cancellation equal to 2 weeks rent is incurred. After accommodation has commenced, 2 weeks notice must be given, otherwise the above cancellation charge is incurred.
4. If the College is not notified of any change in flight details at least 48 hours before arrival, another Airport transfer fee may be incurred.

**ACCOMMODATION FEES**

Placement Fees:	\$100
Home-stay (at least 4 wks):	\$230 p/wk
Additional Nights:	\$30 per night
<i>(Includes all meals throughout your stay)</i>	

# Brisbane College of Australia

## Application Form

### PERSONAL INFORMATION

Family Name \_\_\_\_\_  
 Given Name/s \_\_\_\_\_  
 Date of Birth (d/m/y)  /  /  Sex: F  M   
 Nationality \_\_\_\_\_  
 Language \_\_\_\_\_  
 Passport Number \_\_\_\_\_  
 Home Address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Current Address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Note:** You must notify BC of a change in address while enrolled in a course.

Telephone \_\_\_\_\_  
 E-mail Address \_\_\_\_\_  
 Do you have any special needs that may affect or prevent you from completing any of the course requirements? \_\_\_\_\_  
 \_\_\_\_\_

### VISA STATUS IN AUSTRALIA

Student  Holiday  Visitor  Other

### STUDENT'S ENGLISH LEVEL

Elementary  Pre-Intermediate   
 Intermediate  Upper Intermediate   
 Pre-Advanced  Advanced   
 (Your level will be officially assessed when you enter the school)

### Program Selection English Programs

Business English  General English  IELTS

Term 1: 16 Jan – 14 Mar  Term 2: 2 Apr – 15 Jun

Term 3: 2 Jul – 14 Sep  Term 4: 1 Oct – 14 Dec

Less than 9 weeks start date: \_\_\_/\_\_\_/\_\_\_

CAE  FCE

Term 1: 12 Mar – 8 Jun  Term 2: 3 Sep – 30 Nov

### Vocational Education and Training Course

Please write the name of the course you are applying for \_\_\_\_\_  
 \_\_\_\_\_

**Note:** Please attach a passport copy for enrolment into any course. If enrolling in a certificate or diploma course please attach English test results and certified copies of your highest level of education.

### Recognition of Prior Learning

I wish to apply for recognition of prior learning (domestic student only)

### ACCOMMODATION

BC accommodation placement fee AU\$ 100

I prefer BCE home-stay for  weeks

I will make my own living arrangements.

Course Start Date: \_\_\_/\_\_\_/\_\_\_ Weeks: \_\_\_

### AIRPORT TRANSFER FEES

Transfer form airport to accommodation AU\$100

Do you require Airport Transfer service? Yes  No

### HEALTH INSURANCE

Do you require OSHC? Single  Family  No

**Student Visa Students must have Overseas Student Health Cover (OSHC).**

Month	3	6	12	18	24
Single	\$99.99	\$199.98	\$399.96	\$599.94	\$799.92
Family	\$250.14	\$500.28	\$1000.56	\$1650.33	\$2200.44

### AGREEMENT

I certify that the information provided on this form, including attachments is true and correct. I have read, understand and agree to the terms and conditions of enrolment as set out overleaf (pages one and two).

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
 Signature Date

### UNDER 18 APPLICANTS

Will you be accompanied by a guardian? Yes  No

If no, College Guardian fee is \$750.00

If the student is under the age of 18, a parent or guardian's signature is required:

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
 Signature Date

### AGENT DETAILS

Please complete this section if your application is being submitted by an approved education agent.

Name of Consultant \_\_\_\_\_

Business Name of Agent \_\_\_\_\_

### Where to send your application:

**Brisbane College of Australia**  
**PO Box 10704 Adelaide Street**  
**Brisbane Qld Australia 4000**  
**Email: study@bc.edu.au**

### How did you hear about us?

Our Website  Friend/Family  Agency   
 Advertisement  School  Other \_\_\_\_\_



## BRISBANE COLLEGE OF AUSTRALIA

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CRICOS Provide No 02615G

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