ACCOUNTING COURSES
2017 COURSE INFORMATION
BRISBANE COLLEGE

Brisbane College of Australia

Accounting Courses
Business Courses
Early Childhood Education and Care
Community Services
Hospitality
Animal Technology
TESOL Courses (AIT)
Training and Assessment

Australian Institute of TESOL

TESOL Courses

Brisbane College of English

Intensive General English
Preparation for IELTS
English for Academic Purpose
## Table of contents

FNS30311 Certificate III In Accounts Administration (Domestic Students Only) ........................................... 6  
FNS40615 Certificate IV In Accounting ........................................................................................................ 8  
FNS50215 Diploma Of Accounting .................................................................................................................. 10  
FNS60215 Advanced Diploma of Accounting ............................................................................................... 12  
Distance Study .................................................................................................................................................. 14  
Application Checklist ...................................................................................................................................... 17  
Visa Requirements ............................................................................................................................................ 17  
Terms And Conditions Of Enrolment ............................................................................................................ 18
About our Accounting Courses

Do you aspire to own your own business? Learn the foundational skills to create a business plan, budget, inform yourself on legislation and much, much more!

Whether you want to formalise your industry knowledge with a qualification, start your own business or want to gain entry into the world of accounting, our Certificate and Diploma Course can provide you with practical industry skills.

*Besides being the owner of your own business, graduates from our accounting courses can gain employment as accounts payable/receivable, payroll, front line cashiering and bank account maintenance, business activity statements, operational reporting, management reports, maintaining inventory records, supervising the operation of computer-based financial systems and much more.*

*Want to know what our past students have said about our courses? Check out the following link.*

http://bc.edu.au/testimonials.htm
About our accelerated courses
Our accelerated courses are shorter intensive courses that cover the same course content as our full-length courses. They have been designed for students wishing to obtain their qualification in shorter time frame. All courses are nationally accredited and recognised.

Course Information
Please refer to the course information on the following pages for the course outline, learning outcomes and units of competency. This page is only a reference for course duration and costs for accelerated courses.

Accelerated Course Cost
Please refer to our tuition page or application forms for latest course cost and duration.

http://bc.edu.au/tuition
About this course
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.

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.

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.

ENTRY REQUIREMENTS
This course is only available for Domestic Students.

There are no pre-requisites for entering this course as a domestic student.

COURSE COST AND DURATION
Please refer to our tuition page or application forms for latest course cost and duration.

http://bc.edu.au/tuition

COURSE DELIVERY
Internal - Brisbane City Campus
External – Correspondence/Distance Learning (Domestic Students)

APPLY
Download our application form at our website:
http://www.bc.edu.au/forms.htm

Send your application with the required documents to:
study@bc.edu.au
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
- 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
- BSBHHS201A  Participate in OHS processes
- BSBITU306A  Design and produce business documents
- BSBWRT301A  Write simple documents

Elective Units
- 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
- FNSORG301A  Administer fixed asset register
- FNSRTS301A  Provide customer service in a retail agency
- FNSRTS302A  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
- FNSCUS402A  Resolve disputes
- BSBCM301A  Process customer complaints
- BSBCUS301A  Deliver and monitor a service to customers
- BSBCUS402A  Implement customer service standards
- BSBIAS302A  Process payroll
- BSBIAS401A  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
About this course
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.

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.

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.
Units of Competency
Students must complete the 10 Core Units and 3 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
BSBFIA401 Prepare financial reports
BSBITU306 Design and produce business documents
FNSACC301 Process financial transactions and extract interim reports
FNSACC302 Administer subsidiary accounts and ledgers
FNSACC402 Prepare operational budgets
FNSACC404 Prepare financial statements for non-reporting entities
FNSACC406 Set up and operate a computerised accounting system
FNSBKG404* Carry out business activity and instalment activity statement tasks*
FNSBKG405* Establish and maintain a payroll system*
FNSINC401 Apply principles of professional practice to work in the financial services industry

Electives
BSBITU402 Develop and use complex spreadsheets
BSBWHS201 Contribute to health and safety of self and others
BSBWRT301 Write simple documents

* Units form BAS agent registration Skill Set.
About this course
This qualification is aimed at those seeking to build on their Certificate IV qualification and experience and gain an accounting assistant roles involving: introducing and maintaining accounting systems, maintaining internal control systems, preparing tax returns and financial statements, reporting and developing business plans. We also offer the accelerated course which allows you to complete the course in a shorter time frame.

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.

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.
Units of Competency
Students must complete the 6 Core Units and select 5 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
FNSACC501  Provide financial and business performance information
FNSACC502  Prepare tax documentation for individuals**
FNSACC503  Manage budgets and forecasts
FNSACC504* Prepare financial reports for corporate entities
FNSACC506  Implement and maintain internal control procedures
FNSACC507  Provide management accounting information

Electives
BSBFIA401  Prepare financial reports
BSBITU402  Develop and use complex spreadsheets
BSBLDR402  Lead effective workplace relationships
FNSACC301  Process financial transactions and extract interim reports
FNSACC601* Prepare and administer tax documentation for legal entities**

*Note the following prerequisite unit requirements:

<table>
<thead>
<tr>
<th>Unit in this qualification</th>
<th>Prerequisite unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>FNSACC504 Prepare financial reports for corporate entities</td>
<td>BSBFIA401 Prepare financial reports</td>
</tr>
<tr>
<td></td>
<td>FNSACC301 Process financial transactions and extract interim reports</td>
</tr>
<tr>
<td>FNSACC601 Prepare and administer tax documentation for legal entities</td>
<td>FNSACC502 Prepare tax documentation for individuals</td>
</tr>
<tr>
<td>FNSACC607 Evaluate business performance</td>
<td>FNSACC501 Provide financial and business performance information</td>
</tr>
</tbody>
</table>

** Units included in the Tax Practitioners Board approved course in Australian taxation law: FNSSS00003 Taxation law for tax agents Skill Set (Tax documentation) - FNSACC502 and FNSACC601
About this course
This qualification is aimed at individuals wanting to seek professional identification and build on their Diploma qualification. Individuals may find roles involving: financial management, auditing, taxation, commercial and company law.

The course consists of 14 units of competency such as governance activities, financial services for a range of tasks and functions, using statistics and data in the financial industry, preparing tax returns and analysing account information.

Career and study pathway
Upon successful completion of the Advanced Diploma of Accounting, students may gain employment in a range of accounting roles such as: taxation management, financial management, bookkeeping and accounts payable and receivable. Students may wish to go on to further study such as a Bachelor of Accounting.

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

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.
Units of Competency
Students must complete the 3 Core Units and 11 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
FNSACC604 Monitor corporate governance activities
FNSINC601 Apply economic principles to work in the financial services industry
FNSINC602 Interpret and use financial statistics and tools

Electives
BSBFIA401 Prepare financial reports
FNSACC301 Process financial transactions and extract interim reports
FNSACC501 Provide financial and business performance information
FNSACC502 Prepare tax documentation for individuals**
FNSACC504* Prepare financial reports for corporate entities
FNSACC506 Implement and maintain internal control procedures
FNSACC507 Provide management accounting information
FNSACC601* Prepare and administer tax documentation for legal entities**
FNSACC602* Audit and report on financial systems and records
FNSACC603* Implement tax plans and evaluate tax obligations**
FNSACC605 Implement organisational improvement programs

*Note the following prerequisite unit requirements:

<table>
<thead>
<tr>
<th>Unit in this qualification</th>
<th>Prerequisite unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>FNSACC504 Prepare financial reports for corporate entities</td>
<td>BSBFIA401 Prepare financial reports</td>
</tr>
<tr>
<td></td>
<td>FNSACC301 Process financial transactions and extract interim reports</td>
</tr>
<tr>
<td>FNSACC601 Prepare and administer tax documentation for legal entities</td>
<td>FNSACC502 Prepare tax documentation for individuals</td>
</tr>
<tr>
<td>FNSACC602 Audit and report on financial systems and records</td>
<td>FNSACC506 Implement and maintain internal control procedures</td>
</tr>
<tr>
<td>FNSACC603 Implement tax plans and evaluate tax compliance</td>
<td>FNSACC502 Prepare tax documentation for individuals</td>
</tr>
</tbody>
</table>

** Units included in the Tax Practitioners Board approved course in Australian taxation law:
FNSSS00008 Taxation law for tax agents Skill Set (Tax documentation) - FNSACC502 and FNSACC601
FNSSS00009 Taxation law for tax agents Skill Set (Tax plans) - FNSACC502 and FNSACC603
Distance Study

Distance study mode is available for all the Accounting Courses. Distance study is done by completing your course work externally. You can even complete the work at home or anywhere else in the world.

Who is distance study for?

The distance study option is for those who are looking to study while working full time or looking for a flexible option for studying. It also gives you the opportunity to study and learn at your own pace.

Is support still available while I study?

There is still study support available for this mode of study through a designated Trainer who will respond to any questions or queries you have during your studies. Correspondence is generally through email.

How does distance study work?

There is a maximum duration set for each course where the Assessment requirements for each Unit of Competency must be submitted and marked competent within the maximum time frame to complete the course. This requires prioritising your time so that you can complete all the Units within the maximum time frame. If you need more time to complete your studies, we can look at options to extend your course end date.

What happens when I complete my course?

Once you complete the course requirements and have confirmation from the College that you have completed your course requirements, you will be sent a Course Completion Form. Once that Form has been filled out and returned to the College, you will be issued your Certificate and Academic Transcript up to 14 days from the date we finish processing your Form.
Key dates and information

### 2017 COURSE STARTING DATES

<table>
<thead>
<tr>
<th>Term</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term 1</td>
<td>6 February 2017 – 31 March 2017</td>
</tr>
<tr>
<td>Term 2</td>
<td>18 April 2017 – 23 June 2017</td>
</tr>
<tr>
<td>Term 3</td>
<td>17 July 2017 – 22 September 2017</td>
</tr>
<tr>
<td>Term 4</td>
<td>9 October 2017 – 15 December 2017</td>
</tr>
</tbody>
</table>

### 2017 ACADEMIC CALENDAR

<table>
<thead>
<tr>
<th>TERM</th>
<th>DATES</th>
<th>HOLIDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term 2 2017</td>
<td>18 April 2017 – 23 June 2017</td>
<td>26 June 2017 – 7 July 2017</td>
</tr>
<tr>
<td>Term 4 2017</td>
<td>9 October 2017 – 15 December 2017</td>
<td>18 December 2017 – 26 January 2018</td>
</tr>
</tbody>
</table>

### INTERNATIONAL STUDENT INFORMATION

#### OVERSEAS STUDENT HEALTH COVER (Subject to Change yearly)

<table>
<thead>
<tr>
<th>LENGTH OF POLICY</th>
<th>SINGLE</th>
<th>COUPLES</th>
<th>FAMILY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 3 months</td>
<td>$146</td>
<td>$414</td>
<td>$598</td>
</tr>
<tr>
<td>Up to 6 months</td>
<td>$292</td>
<td>$827</td>
<td>$1195</td>
</tr>
<tr>
<td>Up to 9 months</td>
<td>$437</td>
<td>$1241</td>
<td>$1792</td>
</tr>
<tr>
<td>Up to 12 months</td>
<td>$583</td>
<td>$1654</td>
<td>$2390</td>
</tr>
</tbody>
</table>

### ACCOMMODATION

<table>
<thead>
<tr>
<th>TYPE</th>
<th>PRICE ($)</th>
<th>PROVIDED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Placement Fees</td>
<td>$100</td>
<td>N/A</td>
</tr>
<tr>
<td>Homestay (4 weeks min)</td>
<td>$240 p/wk</td>
<td>3 Meals/day &amp; Utilities</td>
</tr>
<tr>
<td>Additional Nights</td>
<td>$35 per night</td>
<td>3 Meals/day &amp; Utilities</td>
</tr>
</tbody>
</table>

### SAMPLE TIMETABLE*

<table>
<thead>
<tr>
<th>DAY/TIME</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00am – 10:20am</td>
<td>ACCOUNTING</td>
<td></td>
<td></td>
<td>ACCOUNTING</td>
<td></td>
</tr>
<tr>
<td>10:30am – 10:45am</td>
<td>ACCOUNTING</td>
<td></td>
<td></td>
<td></td>
<td>Morning Break</td>
</tr>
<tr>
<td>10:45am – 12:15pm</td>
<td>ACCOUNTING</td>
<td></td>
<td>ACCOUNTING</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12:15pm – 1:15pm</td>
<td></td>
<td></td>
<td>Lunch</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1:15pm – 3:15pm</td>
<td>ACCOUNTING</td>
<td></td>
<td></td>
<td>ACCOUNTING</td>
<td></td>
</tr>
</tbody>
</table>

*The sample timetable is subject to change each term
Enrolment procedure

Student emails or posts application to Brisbane College

Application is assessed within 1 working day

Letter of offer is sent to the student

Pay course fee

Student Visa

Working holiday & travel visa

BC will send confirmation of enrolment (COE)

Apply for student visa to Australian Embassy

Student arrives in Brisbane

Student begins course

Student emails or posts application to Brisbane College

Application is assessed within 1 working day

Letter of offer is sent to the student

Pay course fee

Student begins course
Prior to submitting your application form, ensure that you have all the supporting documents by completing the application checklist below.

**International Students**

- Application Form
- Copy of Passport
- IELTS Test Results
- Copy of High School Certificate or highest level of qualification
- Check for course prerequisites

**Domestic Students**

- Application Form
- Copy of Passport
- Copy of High School Certificate or highest level of qualification
- Check for course prerequisites

BC recommends all that applicants visit the Department of Immigration and Multicultural Affairs website at: www.immi.gov.au to find out more details on visa requirements applicable to each applicant.

However, before applying to the Australian Embassy for an Australian visa, students are advised to have:

- Applied to the College
- Paid Course fees
- Obtained Electronic Confirmation of Enrolment (COE) from the College
- Health check
- Paid Overseas Student Health Cover
TERMS AND CONDITIONS OF ENROLMENT

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

REFUND POLICY

1. The enrolment fee is not refundable under any circumstances.
2. All requests for cancellations, transfers and refunds must be made in writing using and require the presentation of relevant supporting documentation.
3. Upon approval the application will be refunded in accordance with the ESOS regulations.
4. No refunds will be given to students who are expelled for unacceptable behaviour or non-compliance with visa conditions.
5. If, after the full payment of fees a student withdraws an application the following will apply:
   A cancellation fee of the lesser of $250 or 5% of the total tuition fees received will be deducted from the refund.
   5.1 If written notice is received by BC more than 28 days before the commencement of the course a cancellation fee of 30% will be deducted from the fees received.
   5.2 If written notice is received by BC less than 28 days before commencement, no refund will be made.
   5.3 No refund will be made for that portion of the tuition fee that is payable as counselling fees to the students appointed agent.
6. 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.
7. If the course has not commenced and BC cannot deliver the course, BC will refund your full tuition fee (including your enrolment fee).
8. If the course has commenced and BC can no longer deliver the course, BC will give a full refund of the tuition fees for all course money paid.
9. Refunds will be payable only to the person or organisation who entered into the agreement with the College. Refunds will not be made to third parties.
10. All bank charges incurred by Brisbane College are to be met by the student.
11. The registered provider’s dispute resolution processes do not circumscribe the student’s right to pursue other legal remedies.
12. This agreement does not remove the right to take action under Australia’s Consumer Protection Laws.
13. 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.
14. 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.
   1.4 Any government sponsor of the student considers the change to be in the student’s best interest and has 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.

ACCOMMODATION 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): $240 p/wk
Additional Nights: $35 per night

(includes all meals throughout your stay)