ADVANCED DIPLOMA OF ACCOUNTING

In the Advanced Diploma of Accounting students learn about intermediary accounting principles and applications. Students gain practical accounting skills to prepare them for work in financial services and other industries requiring accounting support.

Course code: FNS60215
Start date: 01 February 2016
Location: Online
Course duration: 6 months Full time upon completion of the Diploma of Accounting (FNS50210 or FNS50215) and the Certificate IV in Accounting (FNS40611 or FNS40615)
** This course is teaching out until July 2016 for online delivery.

This guide will help you enrol into units.

Course structure
The Certificate IV in Business requires fourteen (14) units to complete.
        This course is made up of three (3) core units and eleven (11) electives.

Unit selection
- Refer to the Unit Code availabilities listed below. You have a choice when you enrol into the unit within a Teaching Period.
- Some units may be offered more than once throughout the year, in different Teaching Periods.

Core unit				
Unit Code	Unit Title	Start Date	End Date	Teaching Period
FNSACC604	Monitor corporate governance activities	01/02/2016	03/07/2016	VE Semester 1 (Feb)
FNSINC601	Apply economic principles to work in the financial services industry	01/02/2016	03/07/2016	VE Semester 1 (Feb)
FNSINC602	Interpret and use financial statistics and tools	01/02/2016	03/07/2016	VE Semester 1 (Feb)

Elective units				
Unit Code	Unit Title	Start Date	End Date	Teaching Period
FNSACC602	Audit and report on financial systems and	01/02/2016	03/07/2016	VE Semester 1 (Feb)

	records	*This unit has a Prerequisite unit;* *FNSACC506 - Implement and maintain internal control procedures*		
FNSACC601	Prepare and administer tax documentation for legal entities	01/02/2016	03/07/2016	VE Semester 1 (Feb)
		This unit has a Prerequisite unit; *FNSACC502 - Prepare tax documentation for individuals*		
FNSACC603	Implement tax plans and evaluate tax obligations	01/02/2016	03/07/2016	VE Semester 1 (Feb)
		This unit has a Prerequisite unit; *FNSACC502 - Prepare tax documentation for individuals*		
FNSACC613	Prepare and analyse management accounting information	01/02/2016	03/07/2016	VE Semester 1 (Feb)
		This unit has a Prerequisite unit; *FNSACC507 - Provide management accounting information*		
FNSACC614	Prepare complex corporate financial reports	01/02/2016	03/07/2016	VE Semester 1 (Feb)
		This unit has a Prerequisite unit; *FNSACC504 - Prepare financial reports for corporate entities*		
FNSACC506	Implement and maintain internal control procedures	*This unit delivered in the Diploma of Accounting (FNS50210 or FNS50215)*		
FNSACC502	Prepare tax documentation for individuals	*This unit delivered in the Diploma of Accounting (FNS50210 or FNS50215)*		
FNSACC507	Provide management accounting information	*This unit delivered in the Diploma of Accounting (FNS50210 or FNS50215)*		
FNSACC504	Prepare financial reports for corporate entities	*This unit delivered in the Diploma of Accounting (FNS50210 or FNS50215)*		
		** This unit has two (2) Prerequisite units: *FNSACC301 - Process financial transactions and extract interim reports* *BSBFIA401 - Prepare financial reports*		
BSBFIA401	Prepare financial reports	*This unit delivered in the Certificate IV in Accounting (FNS40611 or FNS40615)*		
FNSACC301	Process financial transactions and extract interim reports	*This unit delivered in the Certificate IV in Accounting (FNS40611 or FNS40615)*		

Practical placement
Is not a requirement of this course.

How do I enrol into units online?
For help on how to enrol in units on your Study Plan, please refer to our online help guide.

When do my classes start?
Classes for units will commence in the week of 01 February 2016.

Can I study a unit not listed in this guide?
If you would like to speak with someone about selecting alternative units, please contact studentHQ to make an appointment with a Course Advice Specialist.

How do I get recognition for my existing qualifications or experience?
Learn more about Advanced Standing (Academic Credit).

How will I be assessed?
You will be given a unit outline for each unit via our online learning system (Blackboard). Each unit outline explains what you will learn and how you will be assessed. Assessment methods may include: portfolios, reports, case studies, practical tasks, presentations and group work.

Do I need any special equipment?
No special equipment is required to undertake units within this course.

What happens if I stop studying before I complete my course?
If you do not intend to continue with your course, you must submit a Withdrawal from Course application. If you stop studying before completing the course requirements, you can request to be issued with a Statement of Attainment that

lists the units you have successfully completed.

Where can I find more information about being a Swinburne student?
Our Current Students webpage contains information about managing your course, financials, results, graduations, student support, student services, life on campus and additional learning opportunities.

Where can I find more information about course costs/fees?
Our Fees website contains information on course fees, including a handy fees calculator, the types of Government assistance available, details on how to make a payment, payment due dates and more.

Pathways to future study
Pathways allow you to progress from one qualification to another where the first course is recognised as an entry requirement and/or provides advanced standing. You can take advantage of pathway arrangements from one Swinburne course to another or benefit from study completed at another institution. Pathway options may be subject to academic performance. Learn more about pathways.

What if I have any other questions?
For further assistance please contact studentHQ.

The units offered in this course have been determined based on our understanding of industry requirements and Swinburne's teaching expertise.

Swinburne will conduct all of the training and assessment for this course. There are no third party arrangements.