

FNS50217 Diploma of Accounting (Online)

This qualification consists of competency of **6 core** and **5 electives, plus entry requirements**. On successful completion of all units you will receive a **Diploma of Accounting**.

It is strongly recommended students enrol in no more than two units per intake, unless otherwise advised.

Please follow the below Preferred Order of Study when enrolling:

| POS | Unit code | Unit name | Unit type | Unit hours | Textbook/ Resources | Study Schedule |
|--|------------------------|---|-----------|------------|---|------------------------------------|
| Students are required to enrol & complete the 7 entry requirements listed below under FNS40217 Certificate IV in Accounting & Bookkeeping | | | | | | |
| Cluster* 1 & 2 | FNSACC311 FNSACC312 | Process financial transactions and extract interim reports Administer subsidiary accounts and ledgers | entry | 100 | Electronic resources are available through the Connect learning management system | <input type="checkbox"/> Completed |
| 3 | BSBFIA401 | Prepare financial reports | entry | 50 | | <input type="checkbox"/> Completed |
| 4 | FNSACC416** | Set up and operate a computerised accounting system | entry | 80 | | <input type="checkbox"/> Completed |
| 5 | FNSTPB401** | Complete business activity and instalment activity statements - Students are required to undertake a supervised exam | entry | 50 | | <input type="checkbox"/> Completed |
| 6 | FNSACC408 | Work effectively in the accounting and bookkeeping industry | entry | 40 | | <input type="checkbox"/> Completed |
| 7 | FNSTPB402** | Establish and maintain payroll systems - Students are required to undertake a supervised exam | entry | 45 | | <input type="checkbox"/> Completed |

*Students are required to enrol in both units in the same intake for the cluster

MYOB will be used for this unit. Students will download a free copy when they access their online resources. **MYOB is only suitable for PC's.

NOTE: Students who have already completed FNS40215 Certificate IV in Bookkeeping or FNS40615 Certificate IV in Accounting;

In order to be eligible for the FNS50217 Diploma of Accounting, you will need to complete FNSACC408 - Work effectively in the accounting and bookkeeping industry and in addition the six [6] core units

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| POS | Unit code | Unit name | Unit type | Unit hour | Textbook/ Resources | Study Schedule | |
|---|-----------|---|--------------------|-----------|---|----------------|------------------------------------|
| Students are required to enrol & complete the units listed below under FNS50217 Diploma of Accounting | | | | | | Intake Date | Completed |
| 7 | FNSACC408 | Work effectively in the accounting and bookkeeping industry (if not already completed as an entry requirement –see note below) | entry/ elective | 40 | Electronic resources are available through the Connect learning management system | | <input type="checkbox"/> Completed |
| 8 | BSBITU402 | Develop and use complex spreadsheets | elective | 50 | | | <input type="checkbox"/> Completed |
| 9 | FNSACC513 | Manage budgets and forecasts | core | 40 | | | <input type="checkbox"/> Completed |
| 10 | FNSACC512 | Prepare tax documentation for individuals - Students are required to undertake a supervised exam | core | 80 | | | <input type="checkbox"/> Completed |
| 11 | FNSACC516 | Implement and maintain internal control procedures | core | 40 | | | <input type="checkbox"/> Completed |
| 12 | FNSACC511 | Provide financial and business performance information | core | 60 | | | <input type="checkbox"/> Completed |
| 13 | FNSINC504 | Apply ethical frameworks and principles to make and act upon decisions | elective | 40 | | | <input type="checkbox"/> Completed |
| 14 | FNSACC514 | Prepare financial reports for corporate entities | core | 70 | | | <input type="checkbox"/> Completed |
| 15 | FNSACC517 | Provide management accounting information | core | 60 | | | <input type="checkbox"/> Completed |

NOTE: Students who have already completed **FNS40215 Certificate IV in Bookkeeping** or **FNS40615 Certificate IV in Accounting**;

In order to be eligible for the **FNS50217 Diploma of Accounting**, you will need to complete FNSACC408 - Work effectively in the accounting and bookkeeping industry and in addition the six [6] core units

*All information was accurate at the time of publication,
V1.5 27/11/2019*

IMPORTANT INFORMATION



CONNECT

Connect offers access for mobile devices, the ability to communicate with teachers and classmates, and excellent user support, allowing you the flexibility to study anywhere, anytime.

Your TAFE student number is your 'username' for logging into Connect. You will be prompted to create your own password by selecting 'Password Manager' on the Connect login homepage. In order to create your password, you will need to enter your date of birth and the email address you provided to TAFE Queensland.

Access your online studies via [Connect](#)

Navigating in Connect: Connect Student – [Getting Started](#) (YouTube video)

Online instructions: [Connect Help](#)



Connect

View unit materials, submit assessments, check your progress, communicate with your teacher and much more.

[System Check](#) | [Password Manager](#) | [Connect Help](#)



STUDENT RULES

The [TAFE Queensland student rules](#) are designed to make you aware of your rights as a student, as well as your responsibilities to TAFE and your fellow students.



UNIQUE STUDENT IDENTIFIER [USI]

It is mandatory when undertaking nationally recognised training to have a Unique Student Identifier [USI]. Your USI will contain all your nationally recognised training records and results. It's important that we have a USI, as under Commonwealth Government legislation, we cannot issue a qualification until it is recorded.

Create your USI at the [Australian Government USI website](#). You need to have one form of identification.

Once you have your USI, please make sure you email it to [TQOL Admin](#).

To find out more about the Unique Student Identifier please visit <https://www.usi.gov.au/>



WITHDRAWALS, TRANSFERS & REFUNDS

We all change our minds, so if for any reason you find the need to leave a course, or if you are seeking to transfer to another intake, or withdraw from study, please:

1. speak with your program coordinator
2. email your request to withdraw directly to [TQOL Admin](#)

Please view the [TAFE Queensland Refund Policy](#) before sending your withdrawal request, as you may not be eligible for a refund.



HAVE YOU STUDIED BEFORE?

Advanced Standing is a process that offers you credit for earlier formal study that is equal to your nominated qualification. It is important that you apply before your start of study. Please see [eligibility information and the application form](#) for more information.

For more information on intake dates please visit the [TAFE Queensland website](#)

Enjoy your studies and let us help you **'MAKE GREAT HAPPEN'**.