



## Diploma of Accounting (FNS50222)

### 2025 Online Course Information

#### Semester 1



Diverse business team at meeting by Prostock-studio licenced under Adobe Stock Images

## About this Qualification

The Diploma of Accounting is designed for those who wish to develop their skills and expertise in a range of situations and undertake accounts management tasks working in a variety of roles including Assistant Accountant, Senior Payroll Officer, Accounting Manager, Accounts Payable Team Leader or Accounts Receivable Team Leader across a range of businesses and industries. The course focuses on a range of accounts management functions such as managing budgets and forecasts for businesses, preparing tax returns, producing financial reports for corporate entities, and management accounting.

### Mode of Delivery

#### Online Study

This course will require you to attend a mandatory online training session of approximately one and a half to two hours a week for each unit/cluster you are enrolled in. The days & times of which are set out further below. Attendance on campus will be required for some assessments. Dates and times will be confirmed with you by your lecturer/s at the start of your study.

If you have not previously completed BSBTEC402 Design & produce complex spreadsheets, on campus classes are available at either Rockingham or Murdoch campuses for one 3-hour session per week in Term 2.

A standard study period runs for either 10 weeks or a semester, depending on the unit/cluster being delivered.

As well as the mandatory online training sessions, you will need to complete approximately 6 hours of additional study each week outside of class hours, including private study, assignment preparation, and research.

Your study will use the [Student Hub](#), with access provided to you after enrolment. You will need to have the basic [technical requirements](#) for at-home study. If you don't have access to a computer and Wi-Fi at home, we recommend using our [library computers](#) during library hours.

#### What you need to set up at home:

- Reliable broadband Internet access
- Headset with speakers and microphone (for interactive Collaborate sessions)
- Computer with ability to edit word documents (.docx)
- Computer with ability to edit view adobe PDF files (.pdf)
- Access to video recording device with the capability to transfer to a computer (e.g. iPhone or similar smartphone)
- Camera to conduct online activities

The nature of online study can involve a significant investment of time and the ability to be a focused, self-motivated learner. You should consider your personal circumstances and past study history before committing to study online. Find out more in our online study info pack below.

[Online study info pack \(334 KB\)](#)

### Course entry requirements

Entry to this qualification is limited to those who meet the following:

As a pre-requisite for this course, you will be required to provide evidence of completion of the following units of competency (or equivalent):

- FNSACC321 Process financial transactions and extract interim reports (Equivalent FNSACC311)
- FNSACC322 Administer subsidiary accounts and ledgers (Equivalent FNSACC312)
- FNSACC418 Work effectively in the accounting and bookkeeping industry (Equivalent FNSACC408)
- FNSACC421 Prepare financial reports (this unit is the equivalent version of BSBFIA401 Prepare financial reports).

These competencies may have been achieved through completion of the following (or their equivalent):

- FNSSS00014 Accounting Principles Skill Set
- or

- FNS40222 Certificate IV in Accounting and Bookkeeping.

### Course study requirements

Before enrolment, interested students are advised that the following are necessary to enable successful course completion:

- Mandatory Online class attendance and the ability to use an online learning management system (Blackboard) to access training resources and upload documentation.
- Attendance on campus for some assessments (dates & times will be provided at the start of the study period)
- Willing to commit up to 6 hours per week for out-of-class course study activities
- Effective language, communication and interpersonal skills
- A sound working knowledge and application of computer programs e.g. MS Word, Outlook.
- Computer: Laptop or desktop computer with working speakers, microphone or headphone points and camera
- Internet: High-speed internet such as Broadband or ADSL.

### To Apply

You can apply for this course directly through [TAFE admissions](#).

Ensure that you have entered your personal details correctly as we will respond to the email address that has been provided with requests for further evidence to support your application. You will be given an opportunity to create a login and save your progress, allowing you to return right up to applications close date to upload supporting documents and to change your course and campus preferences before finalising your application.

If you have any queries regarding the application process, contact us on [1800 001 001](tel:1800001001) or email [info@smtafe.wa.edu.au](mailto:info@smtafe.wa.edu.au).

If your application is successful, you will be notified via email advising of the process to complete your enrolment to ensure your place is secured.

You will also be advised if you are unsuccessful and the reason: the course is full; your application is incomplete, or the application does not meet the local entry requirements.

### General Information

#### Study commitment

SM TAFE online study option that is provided for the FNS50222 Diploma of Accounting is based on a structured online weekly live webinar session. In addition, students are required to complete pre-reading and preparation in their own time prior to attending classes and some out-of-class assessment activities. The time allocation would be approximately 6 additional hours per week for the period of the course for each unit/cluster enrolled in.

#### Assessment deadlines

Time management of tasks and submitting assessments on time are essential. The assessment tasks for the different units will all have various due dates that need to be followed. (i.e. - assessment tasks do not have the entire length of your full course enrolment period to complete, they must be submitted on the date they are due).

#### Assessment requirements

The online units will require the completion of a supervised assessment. Some of which require on campus attendance to fulfill the unit assessment requirements.

### Duration and study modes

Online weekly Virtual Class Delivery – The course will be delivered so it can be completed online within a 12-month period if a student enrolls in all available offerings each semester, or over a longer period of time if not all available online units are undertaken each semester.

On campus Delivery – If you have not previously completed BSBTEC402 Design & produce complex spreadsheets, on campus classes are available at either Rockingham or Murdoch campuses for one 3 hour session in Term 2.

To complete the full qualification in two semesters a student should enrol in all available online units.

Students may be eligible to obtain credits for individual units of competency as a result of previous experience gained in employment, training or education. For further information please visit the [Recognition of Prior Learning](#) page.

### Units Available - Semester 1 2025

Students may enrol in any or all of the following units listed below.

You are expected to attend the entire online session for the unit/s below that you enrol in.

Day	Start Time	National Code/ Unit	Start Date	End Date
Thursday	9:00am	Single Unit: Semester <b>FNSACC522</b> Prepare tax documentation for individuals	6 February	26 June
Friday	9:00am	Single Unit: Semester <b>FNSACC527</b> Provide management accounting information	7 February	27 June
Friday	12:00noon	Single Unit: Semester <b>FNSACC521</b> Provide financial and business performance information	7 February	27 June
Friday	1:30pm	Single Unit: Semester <b>FNSACC524</b> Prepare financial reports for corporate entities	7 February	27 June
<b>Non-contact week – 21-25 April 2025</b>				

*(Please note: the planned courses will be subject to student enrolment numbers and the number of places available in each course is limited and enrolment will not be possible once the limit has been reached).*

### Enrolment and course costs

The cost of the course for Australian or permanent residents, residing in Western Australia is approximately \$2,500 for the units that are required after the completion of the Certificate IV in Accounting and Bookkeeping.

\*As delivery is part-time, students will only be enrolled in and required to pay for those units that they select from those planned for delivery in Semester 1, 2025.

If you are accepted into the course, your information will be passed onto the enrolment team and one of them will contact you to organise payment. You may choose to pay in full by credit card or you can set up a payment plan and pay in instalments, for more information visit the [Fees](#) page.

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## Recognition of Prior Learning

Following your enrolment, you are encouraged to speak to your Lecturer about the possibility of Recognition of Prior Learning if you believe you have any existing skills and knowledge that may be formally recognised towards the units or qualification you are undertaking.

If you have previously completed qualifications or units, speak to your Lecturer regarding the possibility of credit or credit transfer.

## Course structure and features

### Learning and teaching

The course is delivered online with Blackboard used as a learning management system and Blackboard Collaborate to conduct the live interactive classes. Blackboard contains learning materials and templates to assist you to complete your assessments.

### Qualification Units and Electives

The units in the course are:

**Core units** – all core units must be completed (7 units in total)

1. BSBTEC402 Design and produce complex spreadsheets
2. FNSACC521 Provide financial and business performance information
3. FNSACC522 Prepare tax documentation for individuals
4. FNSACC523 Manage budgets and forecasts
5. FNSACC524 Prepare financial reports for corporate entities
6. FNSACC526 Implement and maintain internal control procedures
7. FNSACC527 Provide management accounting information

**Elective Units** – the selected 4 elective units for this course are listed below and some of these will be credited from the entry pre-requisites or qualification: Certificate IV in Accounting and Bookkeeping

8. FNSACC421 Prepare financial reports
9. FNSACC418 Work effectively in the accounting and bookkeeping industry
10. FNSTPB503 Apply legal principles in contract and consumer law
11. FNSTPB504 Apply legal principles in corporations and trust law

### Required Resources

Learning content and reading resources will be provided by the lecturer. If you are required to purchase a textbook for any units/clusters, you will be advised prior to the course commencing.

### Course Outcomes

Successful completion of the course will lead to the Award: FNS50222 Diploma of Accounting