



ACCOUNTING

www.york.edu.au



York
Business
Institute

ACCOUNTING COURSES

At York Business Institute

Accountants are the backbone of a company. An accountant's job mainly involves making and assessing the financial records and accounts of a company. By doing so, they're able to help check if the business is doing well.

Expertise in Accounting and Finance is essential for success in business as well as every enterprise in every sector.

Taught by experienced commerce professionals, our Accounting and Finance courses will build on your maths abilities and give you the practical skills and knowledge you need to succeed in the precise and stimulating career.



Accountancy as a good foundation

An accountancy certification is always valuable. You'll learn how to focus on money management, financial recording and reporting, and the best processes to save cash for a business or sole traders. These skills are desired in every industry. For most accountants, it's never hard to find work.



Accounting has good job prospects

Jobs in accounting are always in demand and the skills you learn through studying are transferable and can be applied to many other disciplines.



Take other degrees alongside accounting

It's common for accounting majors to take another degree simultaneously, as there are many courses that are related to accounting and finance. Aside from this, you're also giving yourself an opportunity to broaden your horizons and work in different fields.



International opportunities

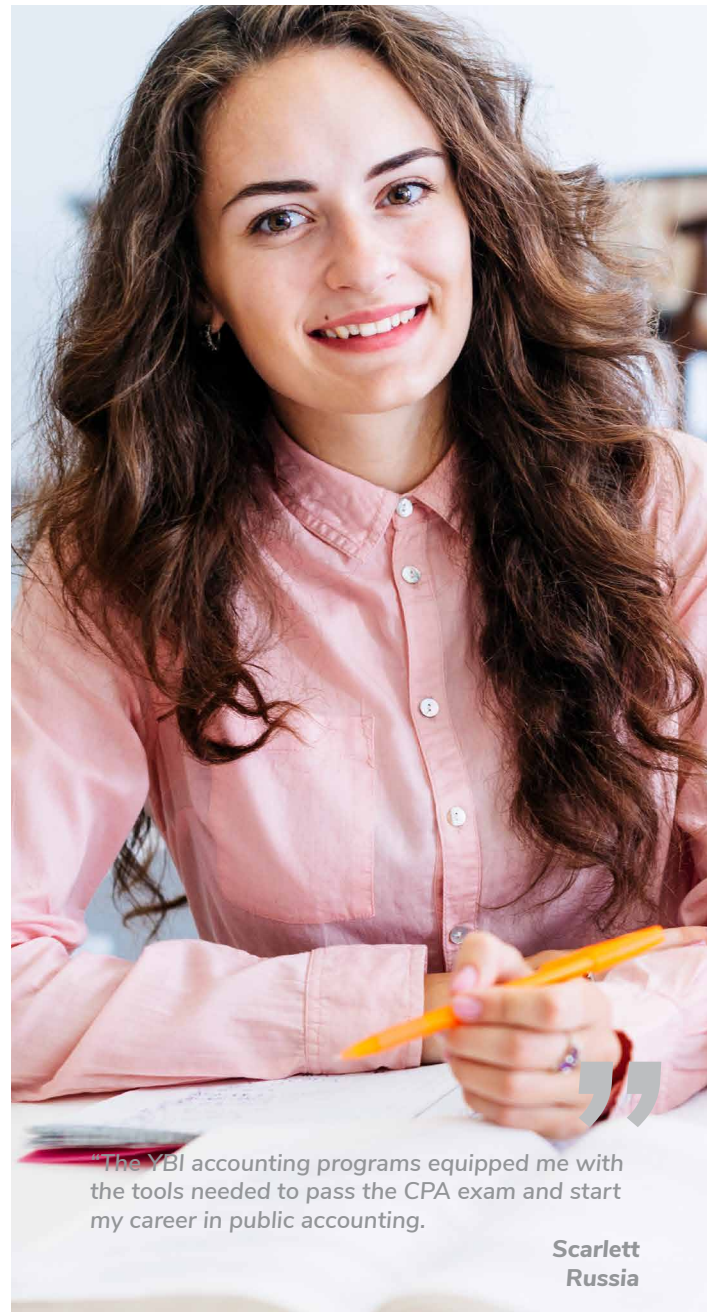
One of the great things about accounting is that you can get exposure to a wide array of international opportunities. If you plan on working abroad, you can easily get a job overseas with an accounting degree.

WHAT DO ACCOUNTANTS DO?

Accountants know the rules and follow them, and are good at keeping track of figures. They might make assessments based on information in front of them, but they deal less with the unknown than say, a finance-related position.

The primary role of accountants is to prepare and examine financial records. Accountants ensure the accuracy of a person's or business's financial records, and that bills and taxes are paid properly and on time. A job as an accountant may also involve the following:

- ✓ Organise financial records
- ✓ Review statements for accuracy
- ✓ Make certain that records and statements comply with the law
- ✓ Compute taxes owed, prepare tax returns, ensure prompt payment
- ✓ Inspect account books and accounting systems to keep up to date
- ✓ Suggest ways to reduce overheads and increase revenues and profits
- ✓ Provide auditing services



"The YBI accounting programs equipped me with the tools needed to pass the CPA exam and start my career in public accounting."

**Scarlett
Russia**

MEDIAN YEARLY EARNINGS

Staff Accountant	\$58,290
Financial Accountant	\$89,283
Auditor	\$68,962
Tax Accountant	\$70,856
Accounting Manager	\$114,810
Bookkeeper	\$61,055

ACCOUNTING-RELATED DEGREES ARE AN EXCELLENT CHOICE, ESPECIALLY BECAUSE BUSINESS AND FINANCE WILL ALWAYS BE AROUND.

CERTIFICATE IV IN ACCOUNTING AND BOOKKEEPING

This qualification reflects accounting job roles in financial services and other industries requiring accounting support functions. Individuals in these roles apply theoretical and specialist knowledge and skills to work autonomously and exercise judgment in completing routine and non-routine activities.

After this qualification has been achieved, students can achieve for higher education, such as a Diploma of Accounting to progress their careers. Students are also equipped for small time accounting positions like bookkeeping.

COURSE INFORMATION

DURATION	MODE OF DELIVERY	CONTACT HOURS
52 weeks	Face to face + Online	20 hours / week

ENTRY REQUIREMENT

There are no pre-requisite requirements for this course. However, substantial work experience would be highly regarded. Students will also be assessed for their suitability to study the course prior to enrolment.

It is recommended that individuals should:

- Be 18 years or older; and
- Have completed Australian Year 11 or its equivalent with suitable English language skills.
- International Students are also required to have an English ability at the IELTS 5.5 or equivalent.

POTENTIAL CAREER OUTCOMES

Job roles and titles vary across different industry sectors. According to the FNS training package companion volume guide, a possible job title relevant to this qualification is:

- ✓ Accounts administration
- ✓ Accounts clerk
- ✓ Accounts payable officer
- ✓ Accounts receivable Officer
- ✓ Bookkeeper
- ✓ Debtors clerk
- ✓ Payroll officer

Completion of this course does not automatically register you as a BAS agent. Student seeking BAS agent registration should check current registration requirements with the Tax Practitioners Board (TPB) at

<https://www.tpb.gov.au/apply-register-bas-agent>, as registration requirements are reviewed regularly.

QUALIFICATION STRUCTURE

BSBFIA401	Prepare financial reports
BSBSMB412	Introduce clouds computing into business operations
FNSACC311	Process financial transactions and extract interim reports
FNSACC312	Administer subsidiary accounts and ledgers
FNSACC408	Work effectively in the accounting and bookkeeping industry
FNSACC416	Set up and operate a computerised accounting system
FNSTPB401	Complete business activity and instalment activity statements
FNSTPB402	Establish and maintain a payroll system
FNSACC412	Prepare operational budgets
FNSACC414	Prepare financial statements for non-reporting entities
BSBITU402	Develop and use complex spreadsheets
BSBITU306	Design and produce business documents
FNSACC313	Perform financial calculations

PATHWAYS FROM THE QUALIFICATION

FNS50217 Diploma of Accounting or other Diploma qualifications



INTAKES DATES 2021

■ 12 July ■ 09 Aug ■ 11 Oct ■ 08 Nov

DIPLOMA OF ACCOUNTING

This qualification is best suited for individuals who already have basic knowledge of accounting practices. Students will learn more in-depth about preparing financial reports. The course will also touch upon the accounting standards required from AASB in regards to different aspects of assets, liabilities, and owners equity. They will develop skills to not only prepare documents, but also how to communicate them effectively to their team in order to plan and coordinate for the business.

After this qualification has been successfully completed, students can apply for higher education, such as an Advanced Diploma of Accounting or degrees in order to progress their careers. Students are also equipped for accounting positions like bookkeeping, Accounts Clerk, Accounts Payable Officer or Accounts Receivable Officer.

COURSE INFORMATION

DURATION	MODE OF DELIVERY	CONTACT HOURS
52 weeks	Face to face + Online	20 hours / week

ENTRY REQUIREMENT

All our courses are nationally accredited and internationally recognised, fulfilling the requirements of the Training Packages. To study with us, student need to reach a certain level of academic requirements. Below are entry requirements for both domestic and international students.

All Students MUST

- 18 years or older; and
- Completion of Year 12 or equivalent with suitable English language skills; and
- Completion of the following six units:

- FNSACC311

Process financial transactions and extract interim reports

- FNSACC312

Administer subsidiary accounts and ledgers

- FNSACC408

Work effectively in the accounting and bookkeeping industry

- FNSACC416

Set up and operate a computerised accounting system

- FNSTPB401

Complete business activity and instalment activity statements

- FNSTPB402 Establish and maintain payroll systems;

OR

- Completion of FNS40615 Certificate IV in Accounting or equivalent;

OR

- Completion of FNS40215 Certificate IV in Bookkeeping or equivalent

International Student MUST

Have upper intermediate proficiency in English or an IELTS score of at least 5.5 (or equivalent).

QUALIFICATION STRUCTURE

FNSACC511	Provide financial and business performance information
FNSACC512	Prepare tax documentation for individuals
FNSACC513	Manage budgets and forecasts
FNSACC514	Prepare financial reports for corporate entities
FNSACC516	Implement and maintain internal control procedures
FNSACC517	Provide management accounting information
FNSACC505	Establish and maintain accounting information systems
FNSFMK505	Comply with financial services legislation and industry codes of practice
FNSORG506	Prepare financial forecasts and projections
FNSACC607	Evaluate business performance
FNSACC608	Evaluate organisation's financial performance

POTENTIAL CAREER OUTCOMES

Job roles and titles vary across different industry sectors. According to the FNS training package companion volume guide, a possible job title relevant to this qualification is:

- ✓ Accounts payable team leader;
- ✓ Accounts receivable team leader;
- ✓ Collections supervisor;
- ✓ Payroll team leader/Manager.

Completion of this course does not automatically register you as a BAS or Tax agent. Student seeking BAS or Tax agent registration should check current registration requirements with the Tax Practitioners Board (TPB) at <https://www.tpb.gov.au/registration>, as registration requirements are reviewed regularly.



INTAKES DATES 2021

■ 12 July ■ 09 Aug ■ 11 Oct ■ 08 Nov

ADVANCED DIPLOMA OF ACCOUNTING

This qualification is best suited for individuals who already have intermediate knowledge of accounting practices as well as some experience in the accounting field. This course will apply more complex and rigorous theoretical and technical skills. They will learn about sustainability preparation in addition to taxation requirements and how to plan for them. The course also touches upon the auditing aspects of accounting.

After this qualification has been achieved, students can further their students to achieve a degree or Master's of Professional Accounting at a University to progress their careers. Additionally, they are also equipped for entry level accounting assistant positions.

COURSE INFORMATION

DURATION	MODE OF DELIVERY	CONTACT HOURS
78 weeks	Face to face + Online	20 hours / week

ENTRY REQUIREMENT

All our courses are nationally accredited and internationally recognised, fulfilling the requirements of the Training Packages. To study with us, student need to reach a certain level of academic requirements. Below are entry requirements for both domestic and international students.

All Students MUST

- 18 years or older; and
- Completion of Year 12 or equivalent with suitable English language skills; and
- Completion of the following six units:

FNSACC311

Process financial transactions and extract interim reports

FNSACC312

Administer subsidiary accounts and ledgers

FNSACC408

Work effectively in the accounting and bookkeeping industry

FNSACC416

Set up and operate a computerised accounting system

FNSTPB401

Complete business activity and instalment activity statements

FNSTPB402 Establish and maintain payroll systems

FNSACC511 Provide financial and business performance information

FNSACC512 Prepare tax documentation for individuals

FNSACC513 Manage budgets and forecasts

FNSACC514* Prepare financial reports for corporate entities

FNSACC516 Implement and maintain internal control procedures

FNSACC517 Provide management accounting information

*Note the following prerequisite unit requirements.

BSBFIA401 Prepare financial reports

FNSACC311 Process financial transactions and extract interim reports

OR

- Completion of FNS40615 Certificate IV in Accounting or equivalent;
- OR

- Completion of FNS40215 Certificate IV in Bookkeeping or equivalent

International Student MUST

Have upper intermediate proficiency in English or an IELTS score of at least 5.5 (or equivalent).

QUALIFICATION STRUCTURE

FNSACC624	Monitor corporate governance activities
FNSINC601	Apply economic principles to work in the financial services industry
FNSINC602	Interpret and use financial statistics and tools
FNSACC512	Prepare tax documentation for individuals
FNSACC601	Prepare and administer tax documentation for legal entities
FNSACC603	Implement tax plans and evaluate tax compliance
FNSACC511	Provide financial and business performance information
FNSACC607	Evaluate business performance
FNSACC608	Evaluate organisation's financial performance
FNSACC516	Implement and maintain internal control procedures
FNSACC602	Audit and report on financial systems and records
FNSACC606	Conduct internal audit
FNSACC517	Provide management accounting information
FNSACC613	Prepare and analyse management accounting information

POTENTIAL CAREER OUTCOMES

Job roles and titles vary across different industry sectors. According to the FNS training package companion volume guide, a possible job title relevant to this qualification is:

- ✔ Accounts manager
- ✔ Business analyst
- ✔ Office manager
- ✔ Payroll manager

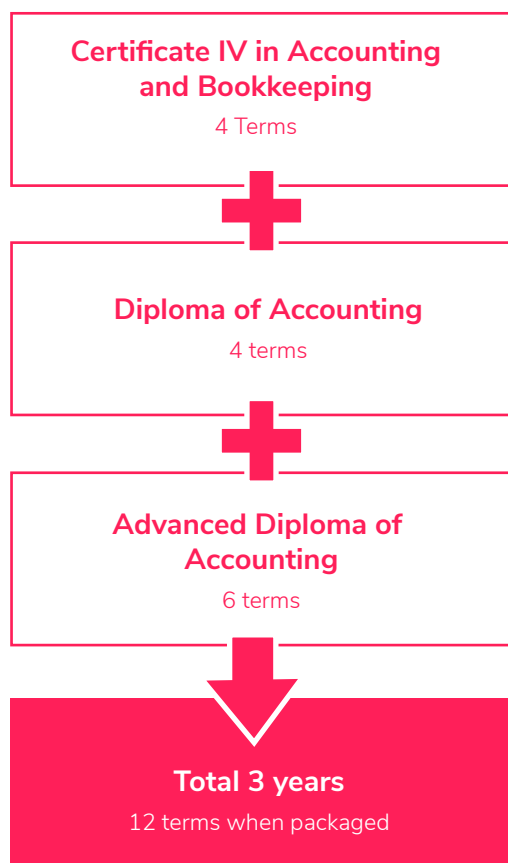
Completion of this course does not automatically register you as a BAS or Tax agent. Student seeking BAS or Tax agent registration should check current registration requirements with the Tax Practitioners Board (TPB) at <https://www.tpb.gov.au/registration>, as registration requirements are reviewed regularly.

PATHWAYS FROM THE QUALIFICATION

After achieving this qualification candidates may choose to undertake studies at higher education level.



COURSE PATHWAYS



UNIVERSITY ARTICULATION PATHWAYS



FLEXIBLE ONLINE STUDY

Our online study option is available to all domestic and overseas students. This study pathway is best for students who prefer a flexible schedule that matches their daily routine and study at your own pace learning style.

Students who enrol in our courses will have access to York Business Institute's learning resources through our online platform 'E-learning.' Studying the theory component of our course online will not change the learning outcomes required by the courses.

E-learning Access

<https://elearning.york.edu.au/login/index.php>

Tutorial for Virtual Class

<https://www.youtube.com/watch?v=uYnrylM0Uw&t=1s>



WHAT CAN YOU DO ON E-LEARNING:

- ✓ On-line study and attendance
- ✓ Download study materials
- ✓ Download online study guide
- ✓ Download assessments
- ✓ Assessment submission
- ✓ Weekly online activities

ACADEMIC SUPPORT

All of the academic staff members at York Business Institute are highly qualified. Trainers and assessors are certified with experience inside the classroom and in their fields. They are also aware of industry trends and stay up-to-date with the latest information to help you achieve your future career goals.

STUDENT SUPPORT

To assist you while studying at YBI, we have student welfare officers who provide on-going support services to students. The student welfare officers are friendly and they can give personal advice and assistance to students in many areas including academic advice, student visas, health insurance, welfare, social activities and effective study methods. They are also the initial point of contact for all students.



Make Quality Education Fair and Accessible

THE PLACE TO BE
Welcome to York Business Institute,
where your future starts.

WHY STUDY AT YORK BUSINESS INSTITUTE

Welcome to York Business Institute where your future starts. Our College can offer you new and exciting experiences in the heart of Sydney. Our staff and teachers are ready to provide you with wonderful learning opportunities, new skills, and the confidence to find your way in the Sydney work force. All of our courses are nationally accredited and internationally recognised, meeting the requirements of the Business, Information Technology and Financial Services Training Packages.



Flexible study options

33% of the courses are delivered online that gives you flexibility at your suitable time



Teaching quality

All the students are satisfied with the teaching they have received



Multi pathway entry

Successful completion will entry into higher education of hospitality courses.



Campus futures

Modern and up-to-date new campus with mutipal facilities which located in Sydney CBD, closed to transports, mall and restaurants.



Student support

Students are satisfied with the support they received at their institution, whether enrolment systems, learning advice, careers advisors and health services were available and helpful.



Learner engagement

Students are satisfied with their engagement with learning at their institution and whether they had a sense of belonging at their institution.

OUR MODERN CAMPUS





START YOUR STUDY JOURNEY WITH US

STEP 1: CHOOSE A COURSE

Check out our course outline and entry requirements at www.york.edu.au

STEP 2: COMPLETE ENROLLMENT FORM

Download and complete the Enrolment form. Read the terms & conditions and Student Handbook, these available from our website.

Enrolment Form



Student Handbook



STEP 3: STEP 3: PROVIDE RELEVANT DOCUMENTS

Attach all relevant documents. For example

- ✓ Certified copies of passport
- ✓ Education qualifications
- ✓ English qualifications
- ✓ Working experience (if relevant)
- ✓ RPL application (if relevant)

STEP 4: SUBMIT YOUR APPLICATION

Return your application form and the necessary documents to :
York Business Institute
Suite 1, Level 1 , 338 Pitt St. Sydney NSW 2000 AUSTRALIA
OR email to : info@york.edu.au

STEP 5: RECEIVE AN OFFER LETTER

Upon receipt of your Enrolment Form and supporting documents, an interview will be conducted by a member of the Institute's Admission Team or a delegate to assess on your suitability to the course that you have applied for.

If your application is successful you will receive a letter of offer for you nominated course along with a written agreement. When we receive your signed student agreement and fees, we will send you an electronic Confirmation of Enrolment(eCoE). This eCoE is used to apply for your student visa. Once the visa is granted, you are ready to go!

YOUR SAFETY IS OUR FIRST PRIORITY

Our campus is registered as COVID safe businesses, our students' and staffs' safety is our priority. In light of the COVID 19 pandemic, York Business Institute provides the opportunity for you to attend classes by attending campus or by joining the classes through remote live delivery via video conferencing. Our friendly staff are also here to support !

Mode of course delivery:

During the COVID-19 pandemic all of our courses will be delivered 100% online to reduce the spread of the virus and safeguard the welfare of our students, staff and the community.

Timetable:

The Online Class timetable may differ from the actual(face-to-face) class timetable. The nature of student support and engagement may also vary during this online delivery period.

Please contact the college if you have any enquiries regarding the mode of delivery and the timetable



?

]





York
Business
Institute

Make Quality Education

Fair and Accessible

CONTACT WITH US

 SUITE 1, LEVEL 1, 338 PITT ST. SYDNEY NSW 2000
 +61 2 8316 6600  INFO@YORK.EDU.AU  [YBISYDNEY](https://www.facebook.com/YBISYDNEY)