



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 the role of individuals in the accounting and bookkeeping industry, including business activity statement (BAS) agents and contract bookkeepers; and of those employees performing bookkeeping tasks for organisations in a range of industries. It includes preparing and lodging business and instalment activity statements, data processing, monthly reconciliations, preparing budgets, preparing reports on financial performance and the position of the business, preparing end-of-year adjustments, and finalising financial records after year-end. Dealing with the Commissioner of Taxation on behalf of a taxpayer in relation to activity statements and other lodgement matters is also a key component of the role that this qualification reflects.

Individuals in these roles apply theoretical and specialist skills and knowledge to work autonomously, and exercise judgement in completing routine and non-routine activities.

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 to enter into the qualification. However candidates should:

- Be 18 years or older; and
- Have completed Year 11 or its equivalent with suitable English language skills;
- International Students are also required to have an English ability at the IELTS 6.0 or equivalent.

PATHWAYS INTO THE QUALIFICATION

There are no pre-requisite requirements to enter into the qualification however pathways for candidates considering this qualification may include:

- FNS30322 - Certificate III in Accounts Administration or other relevant qualifications, OR
- Have completed Australian Year 11 or its equivalent with suitable English language skills with some vocational experiences but without formal accounting or financial services qualifications.

PATHWAYS FROM THE QUALIFICATION

FNS50222 Diploma of Accounting or other Diploma qualifications.

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

QUALIFICATION STRUCTURE

BSBTEC302	Design and produce spreadsheets
FNSACC321	Process financial transactions and extract interim reports
FNSACC322	Administer subsidiary accounts and ledgers
FNSACC412	Prepare operational budgets
FNSACC414	Prepare financial statements for non-reporting entities
FNSACC418	Work effectively in the accounting and bookkeeping industry
FNSACC421	Prepare financial reports
FNSACC426	Set up and operate computerised accounting systems
FNSTPB411	Complete business activity and instalment activity statements
FNSTPB412	Establish and maintain payroll systems
BSBTEC301	Design and produce business documents
BSBTEC402	Design and produce complex spreadsheets
FNSACC323	Perform financial calculations

LICENSING, LEGISLATIVE, REGULATORY OR CERTIFICATION CONSIDERATIONS

Work functions in the occupational areas where this qualification may be used are subject to regulatory requirements. Refer to the relevant regulator for specific guidance on requirements.

Persons providing a BAS service for a fee or other reward must be registered by the Tax Practitioners Board (TPB) and this qualification is currently cited as meeting the TPB education requirements for registration as a BAS agent. Other requirements apply, including a designated period of experience. Persons seeking BAS agent registration should check current registration requirements with the TPB, as registration requirements are reviewed regularly.

DIPLOMA OF ACCOUNTING

This qualification reflects accounting job roles in financial services and other industries, including tax agents, accounts payable and accounts receivable officers, payroll service providers, and employees performing a range of accounting tasks for organisations in a range of industries. Individuals in these roles apply solutions to a range of often complex problems, and analyse and evaluate information from a variety of sources. They apply initiative to plan, coordinate and evaluate their own work and provide guidance to others within defined guidelines.

COURSE INFORMATION

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

ENTRY REQUIREMENT

Entry to this qualification is limited to:

- 18 years or older; and
- Completion of Year 12 or its equivalent with suitable English language skills; and
- Completion of following units (or their equivalent):
 - o FNSACC321 Process financial transactions and extract interim reports
 - o FNSACC322 Administer subsidiary accounts and ledgers
 - o FNSACC418 Work effectively in the accounting and bookkeeping industry
 - o FNSACC421 Prepare financial reports (this unit is the equivalent version of BSBFIA401 Prepare financial reports).
- International Students are also required to have an English ability at the IELTS 6.0 or equivalent.

PATHWAYS INTO THE QUALIFICATION

Pathways for candidates considering this qualification include:

- FNS40222 Certificate IV in Accounting and Bookkeeping or other relevant qualifications, OR
- Completion of the FNSSS00014 Accounting Principles Skill Set or equivalent with vocational experience but without formal accounting or financial services qualification.

PATHWAYS FROM THE QUALIFICATION

FNS60222 Advanced Diploma of Accounting or other Advanced Diploma qualifications.

QUALIFICATION STRUCTURE

FNSACC521	Provide financial and business performance information
FNSACC522	Provide financial and business performance information
FNSACC523	Manage budgets and forecasts
FNSACC524	Prepare financial reports for corporate entities
FNSACC526	Implement and maintain internal control procedures
FNSACC527	Provide management accounting information
BSBTEC402	Design and produce complex spreadsheets
FNSACC505	Establish and maintain accounting information systems
FNSFMK515	Comply with financial services regulation and industry codes of practice
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

LICENSING, LEGISLATIVE, REGULATORY OR CERTIFICATION CONSIDERATIONS

Work functions in the occupational areas where this qualification may be used are subject to regulatory requirements. Refer to the relevant regulator for specific guidance on requirements.

This qualification includes units that comprise an approved Tax Practitioner Board (TPB) course in Australian taxation law and commercial law, which are relevant for registration as a tax agent. Persons seeking registration with the TPB should check current registration requirements with the TPB, as registration requirements are reviewed regularly.

ADVANCED DIPLOMA OF ACCOUNTING

This qualification reflects the role of individuals working in accounting and seeking professional recognition, including tax agents, accounts managers and business analysts; and to employees performing a range of accounts management tasks for organisations in a range of industries. At this level individuals are expected to apply theoretical and technical skills in a range of situations and to display initiative and judgement in planning activities. They have autonomy in performing complex operations and can be responsible for planning, coordinating and evaluating the work of others within broad parameters.

COURSE INFORMATION

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

ENTRY REQUIREMENT

Entry to this qualification is limited to:

- 18 years or older; and
- Completion of Year 12 or its equivalent with suitable English language skills; and
- Completion of FNS50222 Diploma of Accounting; or its superseded version FNS50217 Diploma of Accounting or equivalent, provided the listed elective unit BSBTEC402 Design and produce complex spreadsheets (or equivalent) has been completed by those seeking to enrol.
- International Students are also required to have an English ability at the IELTS 6.0 or equivalent.

PATHWAYS INTO THE QUALIFICATION

Pathways for candidates considering this qualification include:

- Completion of FNS50222 Diploma of Accounting; or its superseded version FNS50217 Diploma of Accounting or equivalent, provided the listed elective unit BSBTEC402 Design and produce complex spreadsheets (or equivalent) has been completed by those seeking to enrol.

PATHWAYS FROM THE QUALIFICATION

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

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

QUALIFICATION STRUCTURE

FNSACC634	Monitor corporate governance activities
FNSINC611	Apply economic principles to work in the financial services industry
FNSINC612	Interpret and use financial statistics and tools
FNSACC522	Prepare tax documentation for individuals
FNSACC601	Prepare and administer tax documentation for legal entities
FNSACC603	Implement tax plans and evaluate tax obligations
FNSACC521	Provide financial and business performance information
FNSACC607	Evaluate business performance
FNSACC608	Evaluate organisation's financial performance
FNSACC526	Implement and maintain internal control procedures
FNSACC602	Audit and report on financial systems and records
FNSACC606	Conduct internal audit
FNSACC527	Provide management accounting information
FNSACC613	Prepare and analyse management accounting information

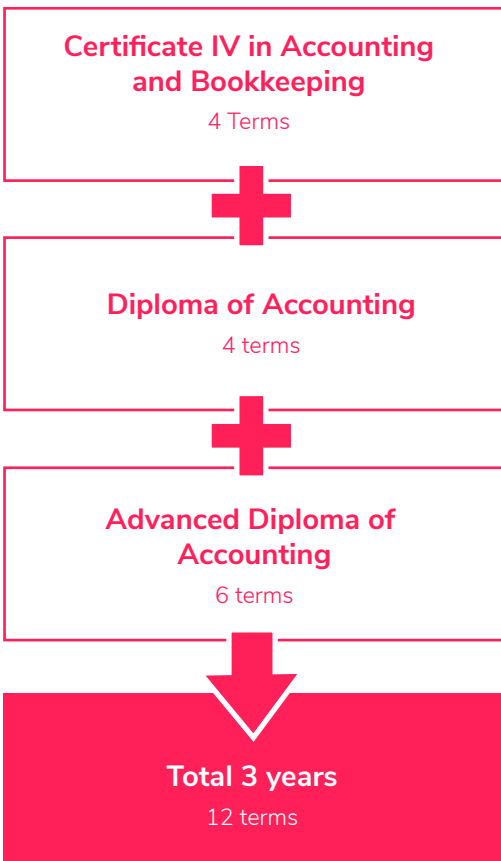
LICENSING, LEGISLATIVE, REGULATORY OR CERTIFICATION CONSIDERATIONS

Work functions in the occupational areas where this qualification may be used are subject to regulatory requirements. Refer to the relevant regulator for specific guidance on requirements.

This qualification includes units that comprise an approved Tax Practitioner Board (TPB) course in Australian taxation law and commercial law, which are relevant for registration as a tax agent. Persons seeking registration with the TPB should check current registration requirements with the TPB, as registration requirements are reviewed regularly.



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=uYYnryIM0Uw&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: 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









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Fair and Accessible

CONTACT WITH US

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