



University Preparation College  
Sydney - Australia

RTO 91364 - CRICOS 02751M

# University Preparation College

English and Academic Programs for 2010

## ACCOUNTING

### Certificate III in Financial Services (Account Clerical) (FNS30304) CRICOS Code 062083A



This is a six month full time course. You will study a wide variety of subjects that have immediate application for a career in the financial services industry. In this course you will learn about working in the Australian Financial Services Industry, Introduction to Accounting, Payroll and Computerised Accounting plus Business Taxation.

This qualification means you are qualified to work as: Accounts Payable, Accounts Receivable, Payroll clerk, Cashier, Bookkeeper and Eft/E-Business accounts clerk

### Diploma of Accounting (FNS50204) CRICOS Code 062084M

This one-year course provides practical training in accounting for an Australian business. If you have already completed the Certificate III in Financial Services, it will take you another 6 months to complete this course.

The course covers skills and knowledge required to perform duties such as: introducing and maintaining accounting systems, maintaining internal control systems, preparing financial statements for a reporting entity, preparing tax returns, reporting on business performance, developing business plans and preparing management accounting reports. Graduates are prepared for employment as a Company Accountant in a small business, a Finance Clerk, Audit, Tax or Cost Clerk and a Bookkeeper. UPC graduates with good grades can articulate to a university degree.

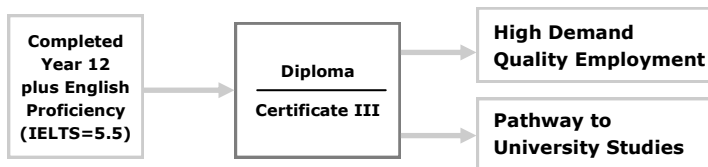
**University Preparation College** (UPC) is an Australian Government recognised college for teaching English and Vocational courses to both Australian and overseas students. The English and vocational courses can be packaged for entry to Australian universities and colleges.



CISCO Academy

Microsoft® IT Academy  
Program Member

### Financial Services (Accounting)



MORE DETAILS ON THIS COURSE CAN BE FOUND ON THE UPC WEBSITE  
[www.upc.edu.au](http://www.upc.edu.au)

**LEARN SMARTER...LEARN BETTER**

## Entry Requirements

**Entry for Local students** - The Higher School Certificate (HSC) or equivalent. Students who have completed Year 11 will be considered. Special entry requirement for adult students.

**Entry for Overseas students** - The Higher School Certificate (HSC) or equivalent. Students who have completed Year 11 of a 12-year high school system will be considered.

**English Language Proficiency** - Students should have an English proficiency of at least 5.5 on IELTS score or equivalent. If English level is less than 5.5, students are required to take 10 weeks of English for every 0.5 score of the IELTS. For example, if a student's English level was at 4.5 IELTS score (or equivalent), he or she has to study at least 20 weeks of English at UPC before entering the program.

## Intake Dates

**2010** - 4 Intakes: 1 February, 26 April, 19 July and 11 October.

**2011** - 4 Intakes: 31 January, 25 April, 18 July and 10 October.

## Timetables

20 scheduled contact hours per week. Day and evening options for working students. Computer lab practical works are compulsory. Students should have at least 70% attendance to be eligible for attempting exams.

## Course structure

Courses are 4 terms a year and 9 weeks per term. There is a combination of classroom lectures, practical lab work and project work.

## Assessment

Assessment is competency based which means you complete written knowledge exercises, exams, practical skill demonstrations and observations.

UPC results show subjects with grade marking to support students wanting credit at university.

## Accounting Subject Chart

Code	Subject Name	Cert III in Financial Services	Diploma of Accounting
AC1	Accounting 1: Introduction	✓	✓
AC2	Accounting 2: Payroll	✓	✓
AC3	Financial Services 1: Industry	✓	✓
AC4	Computerised Accounting	✓	✓
AC5	Tax and Legal 1: Business tax	✓	✓
AC6	Financial Services 2: Professional Practice		✓
AC7	Accounting Information Systems		✓
AC8	Accounting 3: Modelling using Complex Spreadsheets		✓
AC9	Accounting 4: Financial Report		✓
AC10	Accounting 5: Internal Control Procedures		✓
AC11	Accounting 6: Business Practice		✓
AC12	Tax and Legal 2: Income Tax		✓

## Materials

Textbooks are on loan from the College and extra notes are supplied. Students provide their own writing materials. There is computer access and a library.

### Your nearest Agent



27 Greenfield Parade, Bankstown, NSW 2200  
**Sydney Australia**  
 Ph: + 61 2 8713 6900 - Fax: + 61 2 9791 6030  
 Email: info@upc.edu.au - Website: www.upc.edu.au

# LEARN SMARTER...LEARN BETTER