The CAREER Academy

Advanced Certificate in Accounting

Once you qualify, your job prospects will soar

Advanced Certificate in Accounting

If you're eager to enhance your accounting skills, and pursue a career in accounting, finance or business, then this course is a must. It's an advanced qualification that builds on the practical accounting skills and knowledge gained through the Certificate in Accounting. **It's also a pathway to to gaining certified accounting technician status and becoming a member of the Institute of Public Accountants.**

Start Date:	Get instant access within 1 business day.
Course Duration:	Approximately 200 hours.
Access Time:	You'll have 24/7 access to your course material for up to 12 months until you complete.
Delivery and Support:	100% online with unlimited tutor support via phone and email.
Assessments:	Multiple choice, short answer and practical assessments.
Investment:	$1,895 + GST or only $25 per week on an interest free payment plan.

All the Right Choices

- Gain student membership to AAT Australia on enrolment, giving you access to a wealth of advice and support to guide you through your studies and into your future career
- Get access to The Career Centre – get a FREE CV Review & job tips to help you succeed
- FREE access to the CCH Wheelers eLibrary with over 50 textbooks to help you study.
- Receive unlimited tutor support via phone and email
- Once you successfully complete this qualification you'll gain graduate membership to IPA, plus gain certified accounting technician status.
- As an IPA member with certified accounting technician status, you'll have a global community of like-minded professionals to network and share advice with.

Course Curriculum

Advanced Certificate in Accounting

The Advanced Certificate in Accounting covers 10 core modules/courses as follows:

- Accounting with Excel
- Accounting Principles
- Advanced Accounting Principles
- Management Accounting
- Advanced Management Accounting
- Taxation
- Accounting with Xero
- Advanced Xero
- Accounting Practices
- Auditing

**You will also be required to complete a prior knowledge quiz to test your current knowledge of accounting and business. There are 40 questions in this quiz and a pass mark of 80% must be achieved to proceed.*

Accounting with Excel

CITG137 Accounting using Microsoft Excel

This course will provide an introduction to the fundamentals of Microsoft Excel, including but not limited to the key functions within the software including formulas, functions and data manipulation, how to add content to spreadsheets as well as formatting styles.

Accounting Principles

ABKA203 Accounting and Business

This course provides an introduction to accounting and business in Australia, including but not limited to the relationship between accounting, the legal system and business, the importance of the Australian framework, as well as the components of the Financial Statements.

ABKA143 Determining Profit

This course will provide an overview of accounting for revenue and expenses and will include but not be limited to the accounting equation, a look at revenue expenditure and capital expenditure, and the components of a classified Income Statement for a small business.

ABKA126 Issues in Income Determination & Asset Valuation

This course will take a look at accounting for balance sheet items that influence the Profit and Loss, and will include but not be limited to how to apply correct treatment to property, plant and equipment (PP&E), how to determine inventory valuation, and how to apply fair value to accounts receivable.

ABKA345 Accounting Principles Assessment

Complete an assessment covering all content from the Accounting Principles program.

Advanced Accounting Principles

ABKA124 Tracking Cash & Controlling Assets

This course will take a look at accounting for cash, including but not limited to the importance of tracking cash for the survival of a business, how to prepare and maintain a cash tracking spreadsheet to plan cash flow, and how to prepare a Statement of Cash Flows and reconciliation to the Profit and Loss.

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ABKA149 Internal Decision Making

This course will provide an overview of how to support business for future internal decision making, including but not limited to preparing budgets and forecasts, how to report on variances between budgeted performance and actual performance, and a look at breakeven analysis.

ABKA109 Analysing Financial Reports

This course provides an introduction to analysing financial reports and will include but not be limited to the users of financial analysis, the importance of the solvency test, analysing business performance and report on trends, problems and possible remedies.

ABKA109 Analysing Financial Reports

This course provides an overview of the reporting filing requirements for different entities, including but not limited to the Statutory Financial Reporting Framework vs the Accounting Standards Framework, how to determine the appropriate accounting standards to be applied for general purpose financial reporting, and the foundations of the Special Purpose Financial Reporting Framework for For-Profit Entities.

ABKA346 Advanced Accounting Principles Assessment

Complete an assessment covering all content from the Advanced Accounting Principles program.

Management Accounting

ABKA137 Cost Classification

This course will provide an introduction to cost classifications in Management Accounting, including but not limited to the differences between Product costs and Period costs, management accounting vs financial accounting, and the concept of different costs for different purposes.

ABKA138 Costing Methods

This course will provide an introduction to variable and absorption costing methods, including but not limited to the definitions of variable and absorption costing and a look at the components that make up product and period costs for both types of costing.

ABKA303 Product & Process Costing

This course will provide an introduction to the two product costing systems: job order costing and job process costing. It will include but not be limited to the weighted average unit cost method and the formula to calculate it, support department cost allocation, and a look at unit cost and processing departments.

ABKA305 Standard Costs & Variance Analysis

This course will provide an introduction to standard costing and the importance of measuring (and reporting on) the variance between actual costs and standard costs. It will include but not be limited to the meaning of standard costing, the difference between quantity standards and cost/price standards, and a look

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ABKA347 Management Accounting Assessment

Complete an assessment covering all content from the Management Accounting program.

Advanced Management Accounting

ABKA304 Activity Based Costing

This course will provide an introduction to activity based costing and how this tool is used to assign costs to cost pools. It will include but not be limited to the definition of Activity Based Costing (ABC), the advantages of using an ABC system, cost hierarchies and a look at activities and activity pools.

ABKA121 Budgeting & CVP Analysis

This course provides an overview of budgeting & CVP analysis, including but not limited to the key purposes of budgeting, types of Financial & Operating budgets, a look at Cost-Volume-Profit Analysis as well as the Equation Method and Contribution Margin Method.

ABKA167 Performance Management & Measurement

This course provides an introduction to performance management and measurement, including but not limited to the purpose of a Balanced Scorecard, a look at SMART KPIs, the benchmarking process and Performance Evaluation systems and their uses.

ABKA306 Inventory Management & Planning

This course will provide an introduction to inventory management and planning, including but not limited to a close look at Just In Time Inventory Management, Economic Order Quantity Inventory Management, the Reorder Point formula, and how to make pricing decisions.

ABKG176 Management Accounting: Budgeting

This course will provide an introduction to the use of budgeting for planning, coordinating and authorising the activities of an organisation, and for controlling costs. It will include but not be limited to how to improve the performance of an organisation by setting targets, constructing achievable plans and monitoring results.

ABKG180 Management Accounting: Decision and Control

This course will provide an introduction to the use of budgeting for planning, coordinating and authorising the activities of an organisation, and for controlling costs. It will include but not be limited to how to improve the performance of an organisation by setting targets, constructing achievable plans and monitoring results.

ABKA348 Advanced Management Accounting Assessment

Complete an assessment covering all content from the Advanced Management Accounting program.

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Taxation

ABKA151 Fundamentals of Income Tax

This course will provide an introduction to the fundamentals of income tax with regards to small businesses. It will include but not be limited to the concept of assessable income and allowable deductions, and a look at how to calculate the income tax liability and income tax payable for an entity.

ABKA133 Understanding GST

This course will provide an introduction to Goods and Services tax (GST) and how this affects small businesses. It will include but not be limited to an overview of GST in Australia, the key terms and basic principles of GST, the obligations a business has once they are registered for GST, how to calculate GST on a product or service as well as how to complete a basic BAS return.

ABKA218 Depreciation

This course will provide an introduction and overview of depreciation and will include but not be limited to the purpose of depreciation, how to calculate depreciation and the different calculation methods, as well as how to prepare journal entries using the straight-line method or the diminishing balance method.

Accounting with Xero

This course will provide an overview of how to use Xero, including but not limited to the benefits of using Xero and cloud computing, Bank Reconciliation & Managing Accounts in Xero, Xero Sales, Invoicing, Quotes & Inventory, plus Purchase & Bills.

ABKA292 Certificate in Xero Assessment

Complete an assessment covering all content from the Accounting with Xero program.

Advanced Xero

This course will provide an advanced look at Xero, including but not limited to Aged Receivables & Payables in Xero, Managing Fixed Assets, Budgeting, Report preparation and analysis and how to make the most of Xero.

ABKA293 Advanced Certificate in Xero Assessment

Complete an assessment covering all content from the Advanced Xero program.

Accounting Practices

ABKA154 SPFR Framework For For-Profit Entities Part 1

This course will take a look at putting accounting principles into practice using the Special Purpose Financial Reporting Framework for For-Profit Entities (SPFR for FPEs). It will include but not be limited to the reporting requirements for revenue, inventories, property, plant & equipment, as well as the reporting requirements for intangible assets and the impairment of assets.

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ABKA173 SPFR Framework For For-Profit Entities Part 2

This course will take a look at putting accounting principles into practice using the Special Purpose Financial Reporting Framework for For-Profit Entities (SPFR for FPEs). It will include but not be limited to the reporting requirements for financial instruments, provisions and contingencies, leases, as well as the reporting requirements for employee benefits and equity.

ABKA112 SPFR Framework For For-Profit Entities Part 3

This course will take a look at putting accounting principles into practice using the Special Purpose Financial Reporting Framework for For-Profit Entities (SPFR for FPEs). It will include but not be limited to the reporting requirements for income taxes, GST, related party transactions and recognising events after balance date and their reporting requirements.

ABKA110 Verification, Completeness & Justification

This course will provide an overview of the processes and tools that ensure the values in the Financial Statements are justified, including but not limited to the purpose of workpapers, balance sheet validation documents and referencing protocols.

ABKA226 Accounting for a Full Year Case Study

This course will take a close look at a case study and the process of importing a trial balance into Xero. It will include but not be limited to how to prepare a full accounting analysis for the case study given and how to enter a trial balance and chart of accounts into Xero to prepare draft financial statements.

ABKA227 Looking Forward Case Study

This course will take a look at how to prepare horizontal and ratio analysis, budget analysis, and forecasts, including how to create a two-year forecast using an Excel template and how to construct a Brief Management Report.

ABKG181 Financial Statements of Limited Companies

This course will provide an introduction to drafting, analysis and interpretation of financial statements of limited companies, including but not limited to identifying and recording transactions in accounts and ledgers following the principles of double-entry bookkeeping, and drafting the financial statements of unincorporated organisations from the accounts and records prepared.

ABKG184 Accounting Systems & Controls

This course will take a look at the role of the accounting function in an organisation and the importance of internal controls in minimising the risk of loss, and will include an evaluation of an accounting system to identify weaknesses and assess the impact of those weaknesses on the operation of the organisation.

ABKA350 Accounting Practices Assessment

Complete an assessment covering all content from the Accounting Practices program.

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Auditing

ABKG187 External Auditing

This course will take a look at external audits of financial statements, including but not limited to the concept of assurance and the objective of audits conducted under International Standards on Auditing (ISA).

CAT Program Modules

Each of the modules in the Certified Accounting Technician (CAT) program that you need to work through are outlined below:

Module 1: Introduction to the Accounting Profession - In this module, you will look at the Evolution of the Accounting Technician, Public Practices and Market Trends Affecting Practice Owners and gain an understanding of Growth Opportunities and Business Planning Fundamentals.

Module 2: Ethics and Standards - In this module, you will look at the Code of Ethics and Accounting Standard board and gain an understanding of Professional Conduct for BAS agents, Statutory Regulations and Compliance.

Module 3: Professional Education - In this module, you will look at the Research and Knowledge Management, discover the advantages of Professional Development and Association Education, and gain an understanding into Leveraging Industry Connections.

Module 4: Practice Essentials - In this module, you will look at the Fee Structure and Terms of Engagement, understand Professional Quality and Standards of Work. Look at Insurances and how to Manage your Clients Expectations.

Module 5: Practice Security - In this module, you will look at Risk Management, understand how to Protect your Practice with Internal Accounting Controls and Cyber Security. Gain insight into Privacy Policy and Confidentiality.

Module 6: People and Processes - In this module, you will look at the People and Culture, define an Employee and a Contractor. Discover Offshoring and look at Training and Development and learn how to Identify Bottlenecks and Practice Workflow.

Module 7: Growing your Business - In this module, you will look at the Business Planning Strategies for Growth. How to Finance for Growth and some Insightful Client Accounting and Advisory Services. Learn how to Market Yourself as an Expert.

Module 8: Digital Business - In this module, you will look at the Online Strategy and creating a Digital Transformation framework. Create a Digital Leadership mindset and adapt with Agility and Change.

Module 9: Sustaining Your Business - In this module, you will look at the Prioritising Wellbeing and Sustainable Business

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Module 10: Assessment - The final assessment consists of 26 questions from across the nine modules, it includes multiple-choice, multiple responses, and correct order/ selection questions. You have 2 hours to complete the assessment once started. If you do not reach the passing mark of 50% you have another chance to re-sit

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