



BACHELOR OF APPLIED COMMERCE DIPLOMA OF APPLIED COMMERCE

UNDERGRADUATE CERTIFICATE IN BUSINESS MANAGEMENT

UNDERGRADUATE CERTIFICATE IN COMMERCIAL AND TAX LAW

UNDERGRADUATE CERTIFICATE IN FINANCE AND INVESTMENT

UNDERGRADUATE CERTIFICATE IN FINANCIAL ACCOUNTING THEORY AND AUDIT

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TAFE NSW

BACHELOR OF APPLIED COMMERCE

MAJORING IN ACCOUNTING OR FINANCIAL PLANNING

(Double major available)

Course Code: HE20531/HE20532/HE20535

The Bachelor of Applied Commerce is a professional degree for people who want to work in the financial services sector. It has been developed in close consultation with industry and allows students to complete a major in accounting or financial planning.

Both majors require students to complete an industry placement, providing valuable workplace experience, and an opportunity to establish important industry contacts.

Subjects in management, marketing, law, economics and business statistics are included in both majors, to ensure you have the full range of knowledge and skills required to work effectively in the financial services industry.

Students can opt to graduate with a double major by completing additional subjects.

On successful completion of this course, you will be qualified to work in a wide range of roles within the accounting and financial services sector and be eligible to apply for CPA, CA ANZ, and FPA membership.

The Bachelor of Applied Commerce financial planning major is a Financial Adviser Standards and Ethics Authority (FASEA) approved degree.

COURSE REQUIREMENTS

The Bachelor of Applied Commerce requires you to complete 24 subjects and a total of 240 credit points. The double major requires the completion of 28 subjects and a total of 280 credit points.

FAST TRACK YOUR STUDIES

If you have extensive and current industry experience or have completed a diploma or advanced diploma in accounting, financial planning, financial services, banking, superannuation, insurance and business you may be entitled to exemption from subjects in the Bachelor of Applied Commerce. Talk to the course coordinator if you think you may be entitled to recognition of prior learning.

APPLYING AND ENROLLING

For information about applying and enrolling go to:
tafensw.edu.au/degrees/bachelor-of-applied-commerce

PAYMENT OF TUITION FEES

Tuition fees must be paid by census date and are only payable for the subjects you enrol in each semester.

Domestic students who enrol in this course may be eligible to pay their tuition fees using FEE-HELP. FEE-HELP is an Australian Government student loan scheme. More information about FEE-HELP including eligibility criteria is available at:
studyassist.gov.au/help-loans/fee-help

STUDY MODE AND DURATION

Three years full time or part time equivalent

*Double major requires one additional semester of full time study

COURSE DELIVERY LOCATIONS

- TAFE NSW Granville
- TAFE NSW Meadowbank
- TAFE NSW St George
- TAFE NSW Ultimo

Not all locations offer both majors. Please check with the campus.

ENTRY REQUIREMENTS

All applicants will be invited to a pre-admission interview prior to being offered a place in this course.

Domestic applicants must have completed:

- the NSW HSC or equivalent, or
- a Tertiary Preparation Certificate, or
- a Certificate IV or higher qualification

If you do not meet the entry requirements, you can apply under special admission provisions (such as mature age or disadvantage). You will be required to submit documentation to support your application for special admission.

International applicants must have an overall IELTS score of 6.5 (with no band less than 6.0). The IELTS test must have been completed in the last two years.

TUITION FEES[^]

Domestic students:

\$1,310 per 10 credit point subject

\$31,440 indicative full bachelor course fee

International students:

\$1,920 per 10 credit point subject

\$46,080 indicative full bachelor course fee

[^]Students completing a double major will incur additional tuition fees.

HOW IS THE COURSE STRUCTURED?

This structure is the typical study pattern for a full-time student. Elective choice and study pattern is determined by the location. Subjects are worth 10 credit points (CP).

YEAR 1: SEMESTER 1	
ACBUS101A	Academic Foundations
ACBUS102A	Management Fundamentals
ACBUS103A	Foundations of Accounting
ACBUS104A	Finance and Investment

YEAR 1: SEMESTER 2	
BUMAN201A	Business Maths and Statistics
ACBUS106A	Marketing Fundamentals
ACBUS107A	Financial Planning Fundamentals
ACBUS108A	Applied Economics

ACCOUNTING MAJOR

YEAR 2: SEMESTER 1	
ACBUS201A	Commercial Law I
ACACT201A	Accounting Information Systems
ACACT202A	Management Accounting
Plus one level 200 elective	

YEAR 2: SEMESTER 2	
ACBUS202A	Commercial Law II
ACBUS203A	Income Tax Law
ACBUS204A	Business Finance
Plus one level 200 elective	

YEAR 3: SEMESTER 1	
ACACT301A	Corporation and Trust Law
ACACT302A	Advanced Financial Accounting
ACACT303A	Advanced Management Accounting
Plus one level 300 elective	

YEAR 3: SEMESTER 2	
ACBUS301A	Applied Income Tax
ACBUS302A	Internship
ACACT304A	Audit and Assurance in Practice
ACACT305A	Contemporary Accounting Concepts

FINANCIAL PLANNING MAJOR

YEAR 2: SEMESTER 1	
ACBUS201A	Commercial Law I
ACFIN201A	Psychology of Client Engagement
ACFIN202A	Insurance Planning
Plus one level 200 elective	

YEAR 2: SEMESTER 2	
ACBUS202A	Commercial Law II
ACBUS203A	Income Tax Law
ACBUS204A	Business Finance
Plus one level 200 elective	

YEAR 3: SEMESTER 1	
ACFIN301A	Superannuation and Retirement
ACFIN302A	Investment Analysis
ACFIN303A	Estate Planning
Plus one level 300 elective	

YEAR 3: SEMESTER 2	
ACBUS301A	Applied Income Tax
ACBUS302A	Internship
ACFIN304A	Financial Plan Construction
Plus one level 300 elective	

ELECTIVES

LEVEL 200 ELECTIVES	
ACACT201A	Accounting Information Systems
ACACT202A	Management Accounting
ACACT203A	Financial Accounting
ACFIN201A	Psychology of Client Engagement
ACFIN202A	Insurance Planning

ELECTIVES

LEVEL 300 ELECTIVES	
ACACT301A	Corporation and Trust Law
ACACT302A	Advanced Financial Accounting
ACACT303A	Advanced Management Accounting
ACACT304A	Audit and Assurance in Practice
ACACT305A	Contemporary Accounting Concepts
ACFIN301A	Superannuation & Retirement
ACFIN302A	Investment Analysis
ACFIN303A	Estate Planning
ACFIN304A	Financial Plan Construction
ACFIN305A	Financial Planning Practice Management
ACFIN306A	Advanced Corporate Finance
ACFIN307A	Applied Portfolio Management

DIPLOMA OF APPLIED COMMERCE

Course Code: HE20515

The Diploma of Applied Commerce is a one year course that provides an introduction into the finance industry. This course has been developed in consultation with industry and allows students to develop all of the requisite skills and knowledge for a successful career in the financial services sector.

Subjects focus on accounting and financial planning fundamentals, marketing and management, economics, statistics and finance and investment. An academic foundations subject is also included, to support you in your learning and to help you develop academic writing and study skills.

On completion of the Diploma of Applied Commerce, you can choose to either enter the workforce in entry level finance roles, or continue your studies in the Bachelor of Applied Commerce, majoring in accounting or financial planning. You will get one full year of credit if you continue your studies in the bachelor course.

COURSE REQUIREMENTS

The Diploma of Applied Commerce requires the completion of eight subjects.

- Academic Foundations
- Business Maths and Statistics
- Management Fundamentals
- Marketing Fundamentals
- Foundations of Accounting
- Financial Planning Fundamentals
- Finance and Investment
- Applied Economics

GET RECOGNITION FOR PREVIOUS STUDY AND EXPERIENCE

If you've completed studies at this level in a related field, or if you have extensive and current industry or workplace experience, you may be eligible for exemption from some subjects. All applications for exemption must be made to the course coordinator and must include supporting documentation. You should attend classes until you are formally advised that your exemption has been granted.

APPLYING AND ENROLLING

For information about applying and enrolling go to:
tafensw.edu.au/degrees/bachelor-of-applied-commerce

PAYMENT OF TUITION FEES

Tuition fees must be paid by census date and are only payable for the subjects you enrol in each semester.

Domestic students who enrol in this course may be eligible to pay their tuition fees using FEE-HELP. FEE-HELP is an Australian Government student loan scheme. More information about FEE-HELP including eligibility criteria is available at:
studyassist.gov.au/help-loans/fee-help

STUDY MODE AND DURATION

One year full time or part time equivalent

COURSE DELIVERY LOCATIONS

- TAFE NSW Granville
- TAFE NSW Meadowbank
- TAFE NSW St George
- TAFE NSW Ultimo

ENTRY REQUIREMENTS

All applicants will be invited to a pre-admission interview prior to being offered a place in this course.

Domestic applicants must have completed:

- the NSW HSC or equivalent, or
- a Tertiary Preparation Certificate, or
- a Certificate IV or higher qualification

If you do not meet the entry requirements, you can apply under special admission provisions (such as mature age or disadvantage). You will be required to submit documentation to support your application for special admission.

International applicants must have an overall IELTS score of 5.5 (with no band less than 5.0). The IELTS test must have been completed in the last two years.

TUITION FEES*

Domestic students:

\$1,310 per 10 credit point subject

\$10,480 indicative full diploma course fee

International students:

\$2,450 per 10 credit point subject

\$19,600 indicative full diploma course fee

*A text book fee is included in the international student tuition fee, and international students will be issued with the text book for each subject.

UNDERGRADUATE CERTIFICATE IN BUSINESS MANAGEMENT

Course Code: HE20543

The Undergraduate Certificate in Business Management is a short course designed for people who work in business or retail environments, and who wish to manage a small business or move into management or supervisory roles.

The course requires the completion of four subjects covering management and marketing fundamentals, business finance and foundations of accounting.

HOW TO COMPLETE THE COURSE

The Undergraduate Certificate in Business Management requires you to complete four subjects and a total of 40 credit points.

More information is available at: tafensw.edu.au/degrees

COURSE STRUCTURE

All students must complete the following four subjects:

- Foundations of Accounting
- Management Fundamentals
- Marketing Fundamentals
- Business Finance

RECOGNITION OF PREVIOUS STUDY AND EXPERIENCE

If you have completed studies at this level in a related field, or if you have extensive and current industry or workplace experience, you may be eligible for exemption from some subjects. All applications for exemption must be made to the course coordinator and must include supporting documentation. You should attend classes until you are formally advised that your exemption has been granted.

PATHWAYS TO FURTHER STUDY

Students who complete the Undergraduate Certificate in Business Management and choose to continue their studies in the Bachelor of Applied Commerce, will receive credit for the four completed subjects.

For more information about the Bachelor of Applied Commerce, please visit: tafensw.edu.au/degrees/bachelor-of-applied-commerce

STUDY MODE AND DURATION

This course is delivered over one semester full time, or over a part time equivalent.

COURSE DELIVERY LOCATION

Students can study this course at:

- TAFE NSW Ultimo, or
- fully online.

ENTRY REQUIREMENTS

To be eligible for admission into the Undergraduate Certificate in Business Management you must have completed a Certificate IV or higher level qualification in business or business management, or have at least three years experience in a business or retail environment. Applicants may be required to undertake a literacy and numeracy test prior to admission.

TUITION FEES

Domestic students:

\$1,310 per 10 credit point subject.
\$5,240 indicative full course fee.

International students:

This course is not open to enrolment by students on an international student visa.

HOW TO ENROL

For information about applying and enrolling go to: tafensw.edu.au/degrees and click on *Undergraduate Certificate in Business Management*.

PAYMENT OF TUITION FEES*

Domestic students who enrol in this course may be eligible to pay their tuition fees using FEE-HELP. FEE-HELP is an Australian Government student loan scheme. More information about FEE-HELP including eligibility criteria is available at: studyassist.gov.au/help-loans/fee-help

* Please note that tuition fees are reviewed annually and are subject to change.

UNDERGRADUATE CERTIFICATE IN COMMERCIAL AND TAX LAW

Course Code: HE20541

This is a short course for people wanting to develop skills in commercial law and tax law in order to meet the legal requirements for Tax Practitioner Board registration as a tax (financial) adviser – subject to meeting other TPB requirements. The Undergraduate Certificate in Commercial and Tax Law requires the completion of four subjects covering commercial law and income tax law.

HOW TO COMPLETE THE COURSE

The Undergraduate Certificate in Commercial and Tax Law requires you to complete four subjects and a total of 40 credit points.

More information is available at: tafensw.edu.au/degrees

COURSE STRUCTURE

All students must complete the following four subjects:

- Commercial Law 1
- Commercial Law 2
- Income Tax Law
- Applied Income Tax

RECOGNITION OF PREVIOUS STUDY AND EXPERIENCE

If you have completed studies at this level in a related field, or if you have extensive and current industry or workplace experience, you may be eligible for exemption from some subjects. All applications for exemption must be made to the course coordinator and must include supporting documentation. You should attend classes until you are formally advised that your exemption has been granted.

PATHWAYS TO FURTHER STUDY

Students who complete the Undergraduate Certificate in Commercial and Tax Law who choose to continue their studies in the Bachelor of Applied Commerce will receive credit for the four subjects completed.

For more information about the Bachelor of Applied Commerce, please visit: tafensw.edu.au/degrees/bachelor-of-applied-commerce

STUDY MODE AND DURATION

This course is delivered over one semester full time, or over a part time equivalent.

COURSE DELIVERY LOCATION

Students can study this course at:

- TAFE NSW Ultimo, or
- online.

ENTRY REQUIREMENTS

To be eligible for admission into the Undergraduate Certificate in Commercial and Tax Law, you must have completed a Certificate IV or higher qualification in accounting, financial services or business.

TUITION FEES

Domestic students:

\$1,310 per 10 credit point subject.

\$5,240 indicative full course fee.

International students:

This course is not open to enrolment by students on an international student visa.

HOW TO ENROL

For information about applying and enrolling go to: tafensw.edu.au/degrees and click on *Undergraduate Certificate in Commercial and Tax Law*.

PAYMENT OF TUITION FEES*

Domestic students who enrol in this course may be eligible to pay their tuition fees using FEE-HELP. FEE-HELP is an Australian Government student loan scheme. More information about FEE-HELP including eligibility criteria is available at: studyassist.gov.au/help-loans/fee-help

* Please note that tuition fees are reviewed annually and are subject to change.

UNDERGRADUATE CERTIFICATE IN FINANCE AND INVESTMENT

Course Code: HE20544

The Undergraduate Certificate in Finance and Investment is a short course for people who work in business and who wish to understand and interpret financial information and apply it to business contexts.

The course requires the completion of four subjects covering business finance, borrowing and investment strategies, statistics and foundations of accounting.

HOW TO COMPLETE THE COURSE

The Undergraduate Certificate in Finance and Investment requires you to complete four subjects and a total of 40 credit points.

More information is available at: tafensw.edu.au/degrees

COURSE STRUCTURE

All students must complete the following four subjects:

- Foundations of Accounting
- Business Finance
- Finance and Investment
- Business Maths and Stats

RECOGNITION OF PREVIOUS STUDY AND EXPERIENCE

If you have completed studies at this level in a related field, or if you have extensive and current industry or workplace experience, you may be eligible for exemption from some subjects. All applications for exemption must be made to the course coordinator and must include supporting documentation. You should attend classes until you are formally advised that your exemption has been granted.

PATHWAYS TO FURTHER STUDY

Students who complete the Undergraduate Certificate in Finance and Investment and choose to continue their studies in the Bachelor of Applied Commerce, will receive credit for the four completed subjects.

For more information about the Bachelor of Applied Commerce, please visit: tafensw.edu.au/degrees/bachelor-of-applied-commerce

STUDY MODE AND DURATION

This course is delivered over one semester full time, or over a part time equivalent.

COURSE DELIVERY LOCATION

Students can study this course at:

- TAFE NSW Ultimo, or
- fully online.

ENTRY REQUIREMENTS

To be eligible for admission into the Undergraduate Certificate in Finance and Investment, you must have completed Certificate IV or higher level qualification in business or business management, or have at least three years of experience in a business or retail environment. Applicants may be required to undertake a literacy and numeracy test prior to admission.

TUITION FEES

Domestic students:

\$1,310 per 10 credit point subject.

\$5,240 indicative full course fee.

International students:

This course is not open to enrolment by students on an international student visa.

HOW TO ENROL

For information about applying and enrolling go to: tafensw.edu.au/degrees and click on *Undergraduate Certificate in Finance and Investment*.

PAYMENT OF TUITION FEES*

Domestic students who enrol in this course may be eligible to pay their tuition fees using FEE-HELP. FEE-HELP is an Australian Government student loan scheme. More information about FEE-HELP including eligibility criteria is available at: studyassist.gov.au/help-loans/fee-help

* Please note that tuition fees are reviewed annually and are subject to change.

UNDERGRADUATE CERTIFICATE IN FINANCIAL ACCOUNTING THEORY AND AUDIT

Course Code: HE20542

Learn all about financial accounting and auditing for the finance industry, and to build the necessary skills required to succeed within the sector.

The Undergraduate Certificate in Financial Accounting Theory and Audit is a short course for people who wish to develop the skills to undertake financial accounting and audit responsibilities in the financial services sector. This course requires the completion of four subjects that cover contemporary accounting concepts, financial accounting, and audit and assurance.

HOW TO COMPLETE THE COURSE

The Undergraduate Certificate in Financial Accounting Theory and Audit requires you to complete four subjects and a total of 40 credit points.

More information is available at: tafensw.edu.au/degrees

COURSE STRUCTURE

All students must complete the following four subjects:

- Financial Accounting
- Advanced Financial Accounting
- Contemporary Accounting Concepts
- Audit and Assurance in Practice

RECOGNITION OF PREVIOUS STUDY AND EXPERIENCE

If you have completed studies at this level in a related field, or if you have extensive and current industry or workplace experience, you may be eligible for exemption from some subjects. All applications for exemption must be made to the course coordinator and must include supporting documentation. You should attend classes until you are formally advised that your exemption has been granted.

PATHWAYS TO FURTHER STUDY

Students who complete the Undergraduate Certificate in Financial Accounting Theory and Audit, and choose to continue their studies in the Bachelor of Applied Commerce (accounting major), will receive credit for the four completed subjects.

For more information about the Bachelor of Applied Commerce, please visit: tafensw.edu.au/degrees/bachelor-of-applied-commerce

STUDY MODE AND DURATION

This course is delivered over one semester full time, or over a part time equivalent.

COURSE DELIVERY LOCATION

Students can study this course at:

- TAFE NSW Ultimo, or
- online.

ENTRY REQUIREMENTS

To be eligible for admission into the Undergraduate Certificate in Financial Accounting Theory and Audit, you must have completed a Certificate IV or higher qualification in accounting or financial services.

TUITION FEES

Domestic students:

\$1,310 per 10 credit point subject.
\$5,240 indicative full course fee.

International students:

This course is not open to enrolment by students on an international student visa.

HOW TO ENROL

For information about applying and enrolling go to: tafensw.edu.au/degrees and click on *Undergraduate Certificate in Financial Accounting Theory and Audit*.

PAYMENT OF TUITION FEES*

Domestic students who enrol in this course may be eligible to pay their tuition fees using FEE-HELP. FEE-HELP is an Australian Government student loan scheme. More information about FEE-HELP including eligibility criteria is available at: studyassist.gov.au/help-loans/fee-help

* Please note that tuition fees are reviewed annually and are subject to change.

TERMS AND CONDITIONS

This document is intended as a general guide only. Information in this document is current as of November 2020. Prospective students should contact TAFE NSW for more information, and to confirm admission requirements and availability of courses. Note that tuition fees are reviewed annually and are subject to change. For current fee information visit: tafensw.edu.au/degrees/applying-and-fees/fees-and-payment. Fees payable by the student are the tuition fees valid for that semester, and not the tuition fees that were in place the first time the student enrolled. Additional fees may be payable for equipment and resources.

