EXECUTIVE CERTIFICATE IN ACCOUNTING

MONASH UNIVERSITY
Monash is renowned as a dynamic university. Its research is internationally recognised, its facilities acclaimed for teaching excellence throughout Australia, and its graduates hold prestigious positions worldwide.

With more than 38,500 students on six campuses, Berwick, Caulfield, Clayton, Gippsland, Parkville and Peninsula – Monash offers a breadth and depth of courses and programs unique in Australia.

The University has nine faculties – Arts, Business and Economics, Computing and Information Technology, Education, Engineering, Law, Medicine, Pharmacy and Science.

FACULTY OF BUSINESS AND ECONOMICS
The Faculty of Business and Economics comprises the departments of Accounting and Finance, Econometrics and Business Statistics, Economics, Management, Marketing, and Taxation and Business Regulation. The faculty offers its undergraduate and graduate courses on five of the university’s campuses in Victoria, Berwick, Caulfield, Clayton, Gippsland and Peninsula, and in several countries overseas, as well as off-campus by distance education and open learning. Graduate courses include graduate certificates, graduate diplomas, masters degrees by coursework and by research and the Doctor of Philosophy degree. Executive certificates are also available. Undergraduate courses include generalist and specialist (tagged) degrees, as well as double awards and double degrees, both within the faculty and with other faculties of the university.

The mission of the faculty is to use its scale, scope and unique internal diversity to become an international leader in the pursuit, dissemination and analysis of knowledge, particularly in the disciplines of accounting, banking, business law, business statistics, econometrics, economics, electronic commerce, finance, international business and international trade, management, marketing, taxation and tourism. By the application of that knowledge, its staff and students will contribute to the economic, social and commercial development of Australia and its neighbours and trading partners.

DEPARTMENT OF ACCOUNTING AND FINANCE
The Department of Accounting and Finance is one of six departments in the Faculty of Business and Economics and has staff based at the Caulfield, Clayton, Gippsland and Peninsula campuses.

The interests of the Department extend to all areas of accounting and finance, including auditing, banking, corporate finance, financial management, financial accounting, management accounting and risk management. Graduate programs are available on each campus and by distance education. These programs have been designed to meet a wide range of educational and professional requirements in accounting and finance. The Department is committed to excellence in teaching and research and values highly its interaction with the business and professional communities.

THE COURSE
The Executive Certificate in Accounting is a Faculty of Business and Economics award designed to increase the accounting skills of experienced industry personnel who do not have a formal degree qualification. It also offers an alternative pathway for entry into formal award courses offered by the university.

The Executive Certificate in Accounting is a full-fee paying course which will permit students to undertake preliminary studies in a number of accounting related subjects. Students undertaking this course will have the opportunity of completing a coherent course of appropriate level study relevant to their career, with the opportunity to articulate into further tertiary studies, providing they achieve a credit average in their executive certificate studies.

The course will comprise of any four of the existing twelve subjects offered for the Graduate Diploma in Accounting and may be completed within one semester (full-time), or two semesters of study (part-time).

OBJECTIVES
The Executive Certificate in Accounting program aims to develop and enhance students’ knowledge and skills of accounting and related fields. The objective of these intensive study programs is to offer non-graduates the opportunity to develop their knowledge of accounting and business-related disciplines. Students may articulate into and complete the Graduate Diploma in Accounting and Master of Practising Accounting courses. Students who successfully complete the latter degree will be eligible to meet the academic requirements for admission to

- the CPA program of the Australian Society of Certified Practising Accountants; and
- the Professional Year program of the Institute of Chartered Accountants in Australia.

ENTRANCE REQUIREMENTS
Admission to the executive certificate will be open to those applicants who:

- have at least a six years business experience; and
- have been either an owner manager or in a management/ supervisory position(s) or administrating expenditure in excess of $500,000 per annum for at least 3 years and;
- are recommended by their employer or provide suitable references.

COURSE DELIVERY AND LOCATION
The course will be delivered through 39 hours of contact per subject at Caulfield campus, encompassing a combination of lectures, tutorials, seminars, computer-aided learning, class room situations, problem-based learning and case study discussions.
These teaching methods will be used to develop conceptual skills and the ability to apply these skills in a professional situation. Classroom simulations and case study discussions illustrate the complexity and ambiguity of business activities, and the need to make informed decisions. The methods of teaching are also designed to develop further students’ analytical skills relevant to decision-making.

SUBJECTS
Students may choose any four of the existing twelve subjects offered for the Graduate Diploma in Accounting:

**AFF9500 Introductory accounting and financial information systems I**
This subject introduces the fundamental concepts, principles and assumptions underlying accounting theory and practice. In addition, it develops candidates’ techniques and skills in basic accounting.

**BTF9020 Business Law**
This subject aims to develop a sound understanding of the general principles of contract law as well as an understanding of specific types of contracts.

**AFF9510 Quantitative methods in accounting**
In this subject students will acquire basic quantitative skills, an understanding of the appropriate jargon, and an understanding of basic mathematical terminology and concepts, that will support a career in business.

**AFF9521 Introductory accounting and financial information systems II**
This subject aims to:
- further enhance students’ understanding of information systems development with particular emphasis on Accounting Information Systems (AIS);
- develop the skills necessary to provide sound system specifications when commercial packages are not available;
- evaluate an accounting software package in a hypothetical business environment, in order to appreciate the various methods used for transaction processing and internal control;
- familiarise students with the operational and information functions of several major AIS subsystems; how these subsystems interface with each other, and the principal inputs, processes, files, outputs and controls associated with these subsystems;
- introduce spreadsheeting (including macros) and to develop students’ ability in preparing spreadsheets for the purpose of making typical accounting decisions.

**ECF9530 Economics**
This subject aims to teach students the role of economic models and to provide them with an understanding of how the economy functions. In addition, students will enhance their ability to present arguments and make decisions in an economic environment and learn to illustrate, where appropriate, the relationships between economic and accounting theory.

**BTF9541 Company and Commercial Law**
This subject provides students with an appreciation of alternative business enterprises. It will teach them to identify the ways such business enterprises can be structured as well as the laws which apply to these structures.

**AFF9601 Financial accounting I**
This subject aims to provide an understanding of the origin, use and practical implementation of professional accounting standards, statutory and stock exchange regulations, as they apply to the preparation of published reports of listed companies and/or groups of companies.

It also encourages students to develop an understanding of the nature of intercorporate reporting, its principles and concepts that are relevant to public companies and to one or more fully and/or partly owned subsidiary companies.

Finally, it aims to improve the quality of financial reporting by providing a framework for a critical appraisal of existing professional and legal practices. Proposed reforms will also be discussed.

**AFF9611 Managerial accounting**
This subject aims to guide students toward proficiency in managerial and cost accounting principles and techniques.

**AFF9621 Auditing**
This subject introduces students to the legal requirements governing an audit and their effects on the practice of auditing. Principles of internal control structure, audit standard concepts and methodology are also covered. Students can expect to gain insight on the scope, strength and limitations of the auditor’s work, viewed from the perspective of the potential user and auditor. Students will also develop competence in business communications through oral and written assessment in this subject.

**AFF9631 Financial accounting II**
The aims of this subject are to:
- identify the basic conventions and doctrines of accounting and other generally accepted accounting principles which may be applied in contemporary accounting models;
- assess and evaluate the development of accounting standards and the application of these standards in providing measurements and disclosure constraints on the accounting profession;
- outline proposed conceptual objectives for accounting and the issues involved in attempting to achieve these objectives;
- develop an awareness of the issues involved in identifying and measuring the accounting elements of assets, liabilities, equity, revenue and expenses;
- demonstrate an understanding of the concepts of capital maintenance and profit measurement of the suggested solutions used to resolve the issues involved;
- examine and apply appropriate criteria for the resolution of some of the current controversial measurement and disclosure issues in accounting and reporting, and to be able to demonstrate a practical mastery of the topic involved.

**AFF9641 Business finance**
In this subject students will learn to develop a framework for the design and management of a comprehensive budgeting system for planning and controlling. They will also develop an understanding and working knowledge of the corporate finance function.

In addition, this subject is designed to facilitate the application, analysis and evaluation of central concepts and techniques essential to the effective management of financial resources. Students will also be taught to meet the professional requirements in the practice and theory of budgeting and financial management.

**BTF9651 Taxation Law and Practice**
This subject introduces students to the Federal Income Tax Regime and provides them with an understanding of how taxation law affects commercial transactions.

**ASSESSMENT**
In all subjects assessment may include class presentations, case study analyses, written assignments, individual and group reports, as well as progressive and final examinations. These assessment methods are designed to test progress in the accumulation of knowledge and analytical skills, and to provide additional insights for students regarding the
application of knowledge. Students will improve their communication skills through the opportunity of contributing their knowledge in class discussions and presentations.

**ARTICULATION**
The Executive Certificate in Accounting may enable entry into higher degree studies such as the Graduate Diploma in Accounting and ultimately the Master of Practising Accounting program for students who attain an average grade of credit or above throughout their studies.

**FEES**
The Executive Certificate in Accounting is a full-fee paying course and is payable at the beginning of each semester, on the basis of the number of subjects in which the student is enrolled, at a date specified at the beginning of that semester. A schedule of fees is enclosed.

**COURSE DIRECTOR**
The course director is directly responsible for the structure and delivery of this program. The course director for the Executive Certificate in Accounting is Lawrence Webb.

**ENQUIRIES & APPLICATIONS**
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Disclaimer - Although every effort is made to ensure that the fee schedules set out in this document are the latest approved fees of the university at the time of publication, the university does not warrant the accuracy of the information and disclaims any liability in relation to anything done or omitted to be done by any person in whole or partial reliance on it. It is a student’s responsibility to identify the latest approved fees and rules applicable to his/her proposed studies. Students should consult with the relevant faculty prior to application.

Caution - While the information provided in this flyer was correct at the time of its publication, Monash University reserves the right to alter this information should the need arise. You should always check with the relevant faculty officers when considering a course.

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