



## STUDYING ACCOUNTING AT KIT



### THE KIT DIFFERENCE

- This course is delivered by KIT, taught to Australian standards and is subject to on-going quality assurance checks. It builds the same skills, knowledge and attitudes as an Australian equivalent course.
- Our dedicated staff are consistently up-skilled and trained by specialised short and long term Australian advisers.
- The KIT campus provides a friendly, safe and clean environment in which to learn, with all the latest equipment for training.
- All students participate in relevant practical activities and learn work related skills to enhance their employability.
- Students also learn core employability skills, computing skills and English language so that

### COURSE DURATION/FEEES

- The Accounts Administration course is delivered over four terms.
- During the first term, all students also undertake a Vocational Preparation Course.
- Fee - \$150 per semester

### STUDYING CERTIFICATE III IN ACCOUNTS ADMINISTRATION

Studying Accounting at KIT will cover the skills and knowledge that will provide you with a pathway to careers in accounting and administrative roles.

### WHAT YOU WILL LEARN

- Participate in work health and safety processes and apply practices in the workplace
- Design and produce business documents
- Write simple documents
- Process financial transactions and extract interim reports
- Administer subsidiary accounts and ledgers
- Perform financial calculations
- Work effectively in the financial services industry
- Prepare financial reports
- Work effectively and monitor a service to customers
- Process business tax requirements

### CERTIFICATE IV IN ACCOUNTING

To enter this course, Certificate III in Accounts Administration must already be successfully completed. Certificate IV builds on Certificate III and takes another four terms. This is suitable for financial services jobs or where accounting support is needed.

### MORE INFORMATION

For more information about studying Accounting at KIT Please contact us by telephone on 75126516 or enquire in person at the KIT