Course outline

Accounting Technicians Program

1. Administrative information

Course Title	Accounting Technicians Program (ATP)
Duration	9-week study period, including 8 study weeks and 1 final assessment week
Result type	Competent / Not yet competent
Mode of delivery	Online
Subject workload	The expected self-directed workload for this subject is about 5 hours per week over 8 teaching weeks, excluding scheduled subject orientation and assessment(s).

	Directed hours (includes all directed learning, activities, whether the activities are facilitated or self-directed)	**Study and Assessment hours** (includes personal study, and assessment preparation and completion)	**Total subject hours**
	5 hours per week for 8 weeks (40 hours)	5 hours per week for 1 week (5 hours)	45 hours

Assessment requirements	Candidates must have been deemed competent in a minimum of 70% of the assessed questions to attain an assessment outcome/result of 'Competent (C)'.
Subject leadership and teaching staff contact details	Refer to the ATP discussion forum in My Capability - Learn for this course
ATP Program contact details	Phone: 1300 137 322 (within Australia) 0800 4 69422 (within New Zealand) +61 2 9290 5660 (outside of Australia) Email: ATProgram@charteredaccountantsanz.com Address: CA Program CA ANZ, 33 Erskine Street SYDNEY 2000 NSW

Course outline

Accounting Technicians Program

2. Course description

This course covers a range of topics, including the NZICA Code of Ethics, accounting tools and techniques, digital acumen and data analysis. The activities and assessments in this course are designed to support candidates' success in their studies and career.

3. Course learning outcomes

At the completion of this course, candidates should be able to do the following:

1. Explain and apply the NZICA Code of Ethics.

2. Explain the role and responsibilities of the accounting function, including the importance of internal controls and effective accounting systems and procedures.

3. Use appropriate tools and techniques to organise and analyse accounting information and data to meet organisational needs.

4. Explain and comply with information and cyber security requirements when handling organisational information and data.

5. Use relevant tools and techniques to analyse data quality and to efficiently and effectively monitor and communicate accounting and financial performance data.

4. Teaching and learning strategies

This subject has the following key learning components:

• Interactive topics that provide key information to support the central concepts of each topic area.

• Interactive activities that supplement the topics and demonstrate how concepts can be applied in a range of contexts. These may include videos, practice questions, articles, case studies, worked examples and other types of activities.

• Online workshop for candidates to participate in and use as an opportunity to collaborate with their peers and instructors.

Course outline
Accounting Technicians Program

5. Learning and teaching activities

Week	Topic		Suggested hours
1	**Introduction**		1
			4
2	**Topic 1**	**Ethics and integrity**	5
3			5
4	**Topic 2**	**Accounting information technology systems and controls**	5
5			5
6	**Topic 3**	**Digital acumen and data analysis**	5
7			5
8	**Review**	**Review/revision activities**	2.5
		Wrap-up	0.5
		Workshop	2
9		**Revision block (self-study)**	3
		Exam	2
Total hours			**45**

6. Assessment details

To successfully complete this course, candidates must have been deemed competent in a minimum of 70% of the assessed questions to attain an assessment outcome/result of 'Competent (C)'.

The assessment is comprised of a single, 120-minute online examination and is conducted under closed-book conditions. A copy of the NZICA Code of Ethics will be provided during the exam.

The examination comprises multiple choice, single-answer questions, which will assess knowledge and application across all learning outcomes.

7. Entry requirements

To enrol in this course, the enrolee must be a provisional Associate Chartered Accountant member or Accounting Technician member. For more information on entry requirements, please visit the 'How to become an Accounting Technician' page on the Chartered Accountants Australia and New Zealand website.

8. Course resources

This course uses My Capability Learn as its online environment. All learning material, readings, sample assessments and announcements are provided on My Capability Learn.

9. Terms and conditions

Please visit the important downloads section of the 'Accounting Technician Program course' page on the Chartered Accountants Australia and New Zealand website to access the detailed terms and conditions for the AT Program.

GAA
Global Accounting Alliance

Chartered Accountants Worldwide