



FNS30317 Certificate III in Accounts Administration

National ID: FNS30317 | State ID: BDQ0

About this course

Enter an industry you can count on.

The Certificate III in Accounts Administration is suitable for participants who wish to work in the administration side of accounting. This includes financial data entry, processing accounts and payrolls, producing financial reports and providing customer service in financial transactions.

Participants will learn how to:

- Design and produce business documents
- Operate computerised accounting systems
- Perform and process financial transactions and extract reports
- Administer subsidiary accounts and ledgers

This course is available at other campus locations upon request.

Overview

Available all year, 2019

Broome Campus - Qualification details

-  Duration: **1 Year**
-  When: **Available all year**
-  How: **Face-to-face block delivery**
Face-to-face classroom delivery
Face-to-face classroom/campus delivery
Full-time
Mixed mode
Online learning - flexible/self-paced
Part-time

Units

This is a suggested study plan. North Regional TAFE offers a variety of alternative units, and packaging rules apply to these selections. Your unit options will be discussed with you prior to enrolment.

Students must successfully complete 7 core and 4 elective units to be awarded this qualification.

Core

| National ID | Unit Title |
|-------------|--|
| BSBITU306 | Design and produce business documents |
| BSBWRT301 | Write simple documents |
| FNSACC304 | Conduct business activities using a computerised accounting system |
| FNSACC311 | Process financial transactions and extract interim reports |
| FNSACC312 | Administer subsidiary accounts and ledgers |
| FNSACC313 | Perform financial calculations |
| FNSINC301 | Work effectively in the financial services industry |

Elective

| National ID | Unit Title |
|-------------|---|
| BSBCUS301 | Deliver and monitor a service to customers |
| BSBFIA302 | Process payroll |
| BSBWOR301 | Organise personal work priorities and development |
| BSBITU304 | Produce spreadsheets |

Study pathway



[Certificate IV in Accounting and Bookkeeping](#)

Job opportunities



[Accounting clerk | Clerical assistant](#)

Fees and charges

North Regional TAFE's **indicative fees for 2019** are available [here](#). These fees are indicative for local students enrolling full-time in Government-funded courses. Fees are calculated based on individual circumstances at the time of enrolment. Concessions for eligible certificate I - IV level courses, annual fee caps and other charges may apply.

For more information, please click [here](#).

VET Student Loans

VET Student Loans is an income contingent loan support available to eligible students studying a diploma level or above qualification. For more information, please click [here](#).

Please note, fees are subject to change.