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of Commerce & Management
RTO ID: 1441

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Certificate III in Accounts Administration

FNS30322

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Foundation Skills

- Effective workplace communication
- Working in the financial industry
- Using online accounting systems
- Word processing and spreadsheets

Specialty Skills

- Using MYOB or XERO applications
- Financial calculations and reconciliations
- Administering accounts and ledgers
- Processing financial transactions



To see enrolment fees for your region, please click or scan the QR code

courses@accm.edu.au

CERTIFICATE III IN ACCOUNTS ADMINISTRATION

FNS30322

COURSE DESCRIPTION:

This qualification is designed for staff entering the accounting industry and looks at the tasks of issuing invoices, paying business bills, accepting and processing payments into an accounts software package and bank reconciliation. Students will select either the MYOB or XERO pathway to study throughout their program (only one application may be selected).

Please note the free trial versions of MYOB or XERO must be downloaded and installed for use.

SUBJECT TITLE	UNIT TITLE	UNIT CODE	DURATION (weeks)
Perform Financial Calculations	<ul style="list-style-type: none">Perform financial calculations	FNSACC323	4
Practical Word Processing	<ul style="list-style-type: none">Design and produce business documents	BSBTEC301	4
Paying Business Bills with MYOB/XERO	<ul style="list-style-type: none">Process authorised payments	FNSACM313	5
Issuing Customer Invoices with MYOB/XERO	<ul style="list-style-type: none">Process and manage payments	FNSACM311	5
Bank Reconciliation with MYOB/XERO	<ul style="list-style-type: none">Reconcile financial transactions	FNSACM312	4
MYOB/XERO - Computerised Accounting	<ul style="list-style-type: none">Conduct business activities using a computerised accounting systemAdminister subsidiary accounts and ledgers	FNSACC314 FNSACC322	4
Accounting - Step by Step	<ul style="list-style-type: none">Process financial transactions and extract interim reports	FNSACC321	8
Practical Spreadsheets	<ul style="list-style-type: none">Design and produce spreadsheets	BSBTEC302	3
Working and Communicating Effectively in Accounts Roles	<ul style="list-style-type: none">Engage in workplace communicationWork together in the financial services industry	BSBXCM301 FNSINC311	5

If you would like to discuss additional electives, please contact us.