



# Certificate III in Accounts Administration

FNS30322



A STRONG FOUNDATION IN ACCOUNTS  
CLERICAL SKILLS AND ACCOUNTS  
PAYABLE & RECEIVABLE



# About This Course

XERO Specialty Course - The Certificate III in Accounts Administration qualification looks at the accounts clerical tasks of accepting and processing customer payments into an accounts software package and paying business bills. You will also learn key support functions like writing letters and basic word processing skills. You will be using the Xero trial version for your course.

Having accounts administration skills can open many new job opportunities. Accounts clerk roles are always available, and general administration roles always advertise accounts skills as highly desirable. As long as you have average numeracy skills and can find your way around a calculator you will be able to skill up in this key area. The Australian College makes accounts training easier with high quality step by step course materials and the support of a dedicated team of Student Advisers who have real accounting experience. Our Student Advisers are skilled at transferring their accounts knowledge in an easy and understandable way, making your online course experience a positive one.

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## Subject Choices

- Perform Financial Calculations
- Practical Word Processing
- Paying Business Bills with XERO
- Issuing Customer Invoices with Xero
- Bank Reconciliation with XERO
- Mid Course Survey
- XERO - Computerised Accounting
- Accounting - Step by Step
- Practical Spreadsheets
- Working and Communicating Effectively in Accounts Roles

# Key Course Facts

## Start Date:

Start immediately

## Duration:

Complete within 49 weeks

## Delivery Options:

On-line/Correspondence

## Group Training:

Contact the College for Availability

## Course Fees: **\$\$\$3,750.00** All materials provided at no extra cost

The course fees may vary if you are a trainee or if the state that you reside in has a subsidised training opportunity. Refer to the tables below.

### New Entrant Traineeship Fees for this Qualification:

ACT	NSW	NT	QLD	SA	TAS	VIC	WA
\$350	\$0	\$3,750	\$3,750	\$500	N/A	\$3,750	N/A

### Existing Worker Traineeship Fees for this Qualification:

ACT	NSW	NT	QLD	SA	TAS	VIC	WA
N/A	N/A	N/A	N/A	\$500	N/A	N/A	N/A

### School Based Traineeship Fees for this Qualification:

ACT	NSW	NT	QLD	SA	TAS	VIC	WA
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

### Subsidised Training Options for this Qualification \*

ACT	NSW	NT	QLD	SA	TAS	VIC	WA
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

\* NSW fee listed is for the Smart and Skilled category 'no prior qualification'. A fee increases of 15-17% applies to those who have completed a qualification previously. This training is subsidised by the NSW Government.

\* Jobs & Skills WA courses are subsidised by the Department of Training and Workforce Development. The Student tuition fees are indicative only and are subject to change given individual circumstances at enrolment. Additional fees may apply such as Student service and resource fees.

\*\* Subject to eligibility and availability at the time of enrolment

# Entry Requirements

## Literacy Skills

### Reading Skills

*You must be able to:*

Read basic texts relevant to workplace requirements (ie policies and procedures)

Read and evaluate information and ideas to extract meaning relevant to the topic

Use different reading comprehension strategies as needed (ie identifying, questioning, previewing)

As a guide - you should have completed Year 10 schooling, or have proven workplace reading skills.

### Writing Skills

*You must be able to:*

Write clear sequenced instructions for using routine/everyday activities

Draft short emails and letters to convey required information

Complete a range of forms requiring routine and factual data

As a guide - you must have completed Year 10 schooling, or have proven workplace written communication skills.

## Language Skills (Spoken English)

*You must be able to:*

Demonstrate language use appropriate to different circumstances

Make enquiries or seek clarification as needed to perform tasks

Explain routine procedures and give clear sequenced instructions to others

As a basic guide - you must have sufficient English speaking skills to be able to communicate with your Student Adviser over the phone.

## Numeracy Skills

*You must be able to:*

Interpret, comprehend and use a range of everyday mathematical information in familiar and routine contexts

As a basic guide - you must have completed Year 10 schooling, or have a working knowledge of basic mathematical functions.

## Digital Literacy Skills

*You must be able to:*

Open and use a computer application (such as your Web Browser)

Navigate a website by following instructions and follow website "links"

Type and edit text eg for short answer assessment questions

Select the appropriate answers in a multiple choice list (select the correct option(s))

Download, save, edit and upload documents or files

Write, edit, send, receive and save emails

Open and use a word processing application (such as Microsoft Word or Google Docs)

Open and use a spreadsheet program (such as Microsoft Excel or Google Sheets) depending on electives chosen

## Computer and Internet Requirements

*You must have:*

Access to a Desktop Computer or Laptop; some course work may be completed via mobile devices

Internet access with the latest version of Microsoft Edge, Chrome, Safari or Firefox.

Microsoft Office 2010 Word (or higher) and Subject specific Microsoft Office products for chosen electives (ie Excel or Powerpoint)

Note: We do not support other applications like Pages or Numbers.

Ability to access/ install trial versions of accounting software

## Other

- This accounting course is based on the Xero accounting software package.
- You are required to register and use a trial version.
- Trial accounting software resets every 28 - 30 days so students must be able to complete assessments within this timeframe

# Subject Descriptions

## Core Subjects:

### Perform Financial Calculations

Financial calculations are part of every day life in a financial institution. The Subject covers a wide variety of routine calculations such as depreciation, GST and interest rates required in many finance roles. It also covers methods for checking calculation outcomes, software and online tools, and strategies for the detection of errors.

Unit(s):

FNSACC323 - Perform financial calculations

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### Practical Word Processing

In this introduction to word processing you will learn/develop key word processing skills that will allow you to create, style and prepare business documents. You will gain the experience to move and add text and using formatting techniques through practical activities. You will use Microsoft Word to prepare required documents using specific word processing features.

Unit(s):

BSBTEC301 - Design and produce business documents

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### Paying Business Bills with XERO

This subject examines how to process payments such as supplier bills and provides an overview of how computerised accounting software can be used to record and process payments. This subject looks at the basic payment functions of XERO. This subject is practical in nature and requires practical activities undertaken using accounting software using trial versions.

Unit(s):

FNSACM313 - Process authorised payments

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### Issuing Customer Invoices with Xero

Learn the skills and knowledge required to correctly allocate payments, reconcile accounts and maintain customer details. This accounts clerical subject looks at the issuing of invoices and the receipting of payments using the Xero trial version. Students will also learn how to interpret a trade debtors report.

This subject is practical in nature and requires practical activities undertaken using accounting software on trial software versions.

Unit(s):

FNSACM311 - Process and manage payments

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## Bank Reconciliation with XERO

Bank reconciliation requires the skills to receive, identify and record receipts and match receipts to invoices. This subject looks at Bank Reconciliation using accounting software using Xero. Learners will identify the steps to be followed and how to action discrepancies.

Unit(s):

FNSACM312 - Reconcile financial transactions

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## Mid Course Survey

This survey is an important opportunity for you to tell ACCM College about your learning experience so far. By formally seeking this information at the mid-point of your course, ACCM College can help shape your learning outcomes to better ensure your professional development goals are met.

Unit(s):

MID-SURVEY - Mid Course Survey

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## XERO - Computerised Accounting

This subject builds on earlier subjects to develop the learners computerised accounting skills. Learners will be required to process accounts payable and receivable; process adjustments; maintain subsidiary ledgers by correct payment and receipt allocation; and prepare reports. Key support tasks like actioning bad debts is also a key part of this subject. Xero is the chosen software accounting program for this subject.

Unit(s):

FNSACC314 - Conduct business activities using a computerised accounting system

FNSACC322 - Administer subsidiary accounts and ledgers

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## Accounting - Step by Step

This subject teaches double entry accounting so that learners have the skills and knowledge required to prepare journal entries, post journal entries to ledgers, prepare banking and reconcile financial receipts, and extract a trial balance and interim reports. The subject looks at the manual accounting steps involved and also how accounting packages process general journals.

Unit(s):

FNSACC321 - Process financial transactions and extract interim reports

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## Practical Spreadsheets

In this introductory subject, learn the fundamentals of working with Excel, working with tables and formulas. Content also covers ways to design spreadsheets to improve the layout of information, as well as how to create graphs or charts. You will be amazed at the potential excel offers you to improve work processes and manage data. Note this subject only supports the program Excel.

Unit(s):

BSBTEC302 - Design and produce spreadsheets

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## Working and Communicating Effectively in Accounts Roles

This subject provides the range of skills necessary to work effectively in the Accounting sector. Beginning with an overview of the role of accounting and the banking, insurance and business environments of the industry, the subject moves on to key elements in a successful career, including time management, using performance feedback

to best advantage, following work place standards and safety obligations, working cooperatively and dealing effectively with a range of challenges.

Unit(s):

FNSINC311 - Work together in the financial services industry

BSBXCM301 - Engage in workplace communication

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# Service Guarantees

## Quality Training Provider

ACCM has a history of satisfied students and clients and repeat business. Our testimonials on our website are genuine and the type of feedback we receive daily. We are so confident that you will be pleased with the College service, that we guarantee it.

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## Speedy Paper-less Enrolment

Enrolment Applications are accepted 24/7 online. Be fully enrolled in your course in 7 minutes! For customised or employment based courses and traineeships contact us and we will send you a customised enrolment page by email.

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## Start Anytime - Immediate Enrolment

Within 30 minutes of applying to enrol, your personal log-on details are emailed to you. This gives you access to our on-line system Webclass. Login to Webclass and complete the administrative items. Once you have completed these items a College Student Adviser will phone you to discuss your needs, course requirements, suitability and electives. You will then have access to the first study module via WebClass.

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## Industry Expert Student Adviser

You will be allocated your own industry experienced Student Adviser. While they will personally manage your program; you will also benefit from the College team around them to provide expert assistance in all subject areas.

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## Prompt Results and Feedback

All assessments are promptly returned (via Webclass) with detailed feedback and encouragement. Our goal is to have them back to you in a week or less. In the meantime you can progress to your next subject.

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## Personal Contact for the Right Start

Your College Student Adviser will phone you to welcome you to the course and ensure that you understand the best way to make progress in your course. They will also assist you with any questions you may have.

They will be in regular contact with you, especially at the start of your course, to offer motivation, support and guidance.

For employment based enrolments they will also make contact with your work supervisors to address any questions they may have.

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## Pro-active Learner Support

The support won't stop! Contact from your College Student Adviser will continue every month, based on the level of help you need.

Of course, at any time you can call us to get help. Get immediate assistance over the phone and by email. If immediate assistance is unavailable for any reason, we will make sure a qualified Student Adviser is in contact with you no later than the next business day.

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## Quality Course Materials

Our step by step course materials have been written by industry experts specifically for the College. They will give you all of the relevant learner information you need to succeed in your course.

The resources simplify industry jargon and concepts, give you industry insight and understanding, and focus on current real world business practices.

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## Employer Progress Updates

For employment based enrolments all supervisors will have access to an online progress report showing the current status of all learners. We understand that it's essential to keep you up to date so we will prompt you each month to access your report.

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