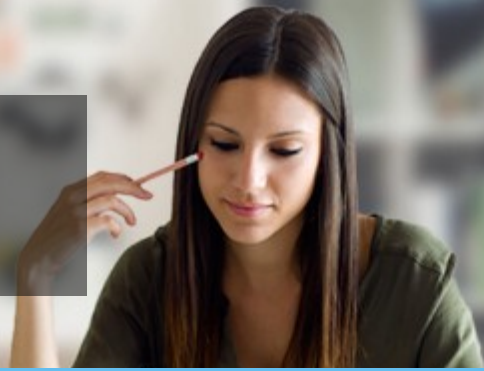


# Certificate III in Accounts Administration

FNS30317



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

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 have a choice of using MYOB or XERO trial programs for your course.

### Account Skills from Skilled Accountants

Having accounts administration skills in any office role is highly advantageous. 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. ACCM makes accounts training easier with high quality course materials and the support of a dedicated team of Student Advisers who have real accounting experience.

### Subject Choices one elective to be selected

- Intro to Accounts Software
- Perform Calculations
- Paying Business Bills
- Business Writing Basics
- Word Processing - An Introduction
- Administer Customer Invoices
- Computerised Accounting
- Double Entry Accounting
- Technology and Compliance in Finance
- Bank Reconciliation (E)
- Spreadsheets - An Introduction (E)

### Key Course Facts



Start and study anytime



24/7 access to courses



Dedicated student adviser

For more details and current fees please visit our [Certificate III in Accounts Administration](#) page.