



Certificate III in Accounts Administration

FNS30317



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

About This 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 have a choice of using MYOB or XERO trial programs 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.

Subject Choices

one elective to be selected

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

Key Course Facts

Start Date:
Start immediately

Delivery Options:
On-line/Correspondence

Duration:
Complete within 8 months

Group Training:
Workshops available

Course Fees: \$3,300 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:

NSW	ACT	NT	QLD	SA	TAS	VIC	WA
\$1,000	\$850	\$3,300	\$3,300	\$3,300	\$1,018	\$3,300	\$1,219

Existing Worker Traineeship Fees for this Qualification:

NSW	ACT	NT	QLD	SA	TAS	VIC	WA
\$3,300	\$850						

School Based Traineeship Fees for this Qualification:

NSW	ACT	NT	QLD	SA	TAS	VIC	WA
\$1,000		\$3,300	\$3,300	\$3,300		\$3,300	

Subsidised Training Options for this Qualification:

NSW	ACT	NT	QLD	SA	TAS	VIC	WA
\$1,320							
\$1,580							

* NSW fees depend on previous qualification levels

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

Entry Requirements

Reading and Writing Skills

The Certificate III in Accounts Administration is an on-line correspondence course so you need to have basic English reading and writing skills, or higher. As a guide - you should have completed Year 10 schooling, or have proven workplace written communication skills.

Spoken English Skills

To ensure successful completion of this course you must have sufficient English speaking skills to be able to communicate with your Student Adviser over the phone.

Numeracy Skills

Numeracy skills are required at an average level eg completion of Year 10 maths and the ability to use a calculator.

Computer and Internet

- Access to a Desktop Computer or Laptop
- Internet access with Internet Explorer 8+, Chrome or Firefox
- Microsoft Office 2010 Word and Subject specific Office products for chosen electives (ie Excel, Powerpoint, Publisher)
- ability to access/ instal trial versions of accounting software

Other

- Ability to study and conduct assessments in a safe environment
- trial accounting software resets every 30 days so students must be able to complete assessments within a more restricted timeframe

Subject Descriptions

Core Subjects:

Intro to Accounts Software

This subject provides an overview of how business equipment and computerised accounting software can be used to record and process data. This subject looks at the basic functions of either MYOB or XERO using trial versions. A key aspect of this course is for students to show that they can use online help to resolve problems and find information. Online access is required for this subject. This subject is practical in nature and requires practical activities undertaken using accounting software.

Unit(s):

BSBWOR204 - Use business technology

Perform Calculations

Perform Calculations covers a wide variety of financial calculations such as depreciation, GST and interest rates that needed in many industry roles. It also covers methods for checking calculation outcomes, use of online tools, and tips of detecting errors. This subject also introduces spreadsheets as a means of conducting repeated calculations.

Unit(s):

FNSACC313 - Perform financial calculations

Paying Business Bills

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

Unit(s):

FNSACM303 - Process payment documentation

Business Writing Basics

Learn to develop a good writing style for creating standard business documents such as basic letters, invoices, memos, messages and emails. You will also get tips on reviewing, proofreading and editing documents, as well as how to safely save and store them. Practical activities ensure that you have the necessary skills to organise information, communicate with work colleagues and write clearly.

Unit(s):

BSBWRT301 - Write simple documents

Word Processing Skills

Learn key word processing skills that will allow you to create template documents, design and prepare multiple page documents, use mail merge and apply styles in accordance with any organisational style guides. You will also learn how to insert tables and images and an excel graph or chart into your word document to improve its readability and appeal.

Unit(s):

BSBITU306 - Design and produce business documents

Administer Customer Invoices

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 either MYOB or XERO trial versions. 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):

FNSACM301 - Administer financial accounts

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 or MYOB are supported.

Unit(s):

FNSACC312 - Administer subsidiary accounts and ledgers

FNSACC304 - Conduct business activities using a computerised accounting system

Double Entry Accounting

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):

FNSACC311 - Process financial transactions and extract interim reports

Technology and Compliance in Finance

All roles in the financial services sector require skills to correctly interpret and apply industry and organisation procedures, guidelines and policies. Professional and ethical standards as well as the application of practices relating to sustainability and the efficient use of workplace technology also have a significant role to play.

Unit(s):

FNSINC301 - Work effectively in the financial services industry

Elective Subjects: one elective to be selected

Bank Reconciliation

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 with the option of using XERO or MYOB. Learners will identify the steps to be followed and how to action discrepancies.

Unit(s):

FNSACM302 - Prepare, match and process receipts

Spreadsheets - An Introduction

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.

Unit(s):

BSBITU314 - Design and produce spreadsheets

Service Guarantees

Quality Training Provider

ACCM was one of the first private training Colleges to be given official RTO registration status.

22 years later we have helped over 3 000 employers and 31 000 students achieve their career goals and have been recognised as a state finalist on the NSW Training Awards.

We have 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.

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.

Start Anytime - Immediate Enrolment

Within 30 minutes of being enrolled, your personal log-on details are emailed to you. This gives you access to course materials to commence your studies (via our on-line system WebClass).

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.

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 2 weeks or less. In the meantime you can progress to your next subject.

Personal Contact for the Right Start

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

They will be in regular touch with you at the start of your course to offer motivation, support and guidance. For employment based enrolments they will also make contact with supervisors during this time to address any questions they may have.

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.

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.

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.