



**Australian
College**
of Commerce & Management

Certificate III in Accounts Administration

FNS30322

Help your staff build a solid foundation in the accounting skills your business requires to manage day to day financial and banking transactions.



The  difference

- ✓ **Maximum Flexibility** - No set study times or off-site training.
- ✓ **All Materials Online** - designed to suit a wide range of learning styles.
- ✓ **Available 24/7** - via computer, tablet or mobile phone.
- ✓ **Proactive Student Advisers** - helping to drive progress.
- ✓ **Coaching and Ongoing Support** - it is part of our service.



Call ACCM today

1300 515 321

Foundation Skills

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

Specialty Skills

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

30 YEARS
of meeting employers' needs

✉ courses@accm.edu.au

🌐 www.accm.edu.au

RTO ID: 1441

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	• Perform financial calculations	FNSACC323	4
Practical Word Processing	• Design and produce business documents	BSBTEC301	4
Paying Business Bills with MYOB/XERO	• Process authorised payments	FNSACM313	5
Issuing Customer Invoices with MYOB/XERO	• Process and manage payments	FNSACM311	5
Bank Reconciliation with MYOB/XERO	• Reconcile financial transactions	FNSACM312	4
MYOB/XERO - Computerised Accounting	• Conduct business activities using a computerised accounting system	FNSACC314	4
	• Administer subsidiary accounts and ledgers	FNSACC322	
Accounting - Step by Step	• Process financial transactions and extract interim reports	FNSACC321	8
Practical Spreadsheets	• Design and produce spreadsheets	BSBTEC302	3
Working and Communicating Effectively in Accounts Roles	• Engage in workplace communication	BSBXCM301	5
	• Work together in the financial services industry	FNSINC311	

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

FEES - FNS30322 CERTIFICATE III IN ACCOUNTS ADMINISTRATION

STATE / TERRITORY	NEW ENTRANT TRAINEESHIPS	EXISTING WORKER TRAINEESHIPS	FULL FEE / EMPLOYER SPONSORED
New South Wales	\$0	\$2813	\$2813
Australian Capital Territory	\$350	\$2813	\$2813
South Australia	\$500	\$500	\$2813
Tasmania	\$1305	\$1305	\$2813
QLD, WA, NT, VIC	\$2813	\$2813	\$2813

STATE SUBSIDY DECLARATIONS, AS APPLICABLE

New South Wales (NSW)

This training is subsidised by the NSW Government.

Tasmania (TAS)

Supported by the Tasmanian Government

Australian Capital Territory (ACT)

Australian Apprenticeships in the ACT are funded by the ACT and Australian Governments

South Australia (SA)



Supported by
**Government of
South Australia**

Visit www.skills.sa.gov.au for Participant Eligibility Criteria



NATIONALLY RECOGNISED
TRAINING