



Certificate III in Accounts Administration

State ID: BDQ0

About this course

An excellent qualification to launch your highly successful and rewarding career

This qualification will introduce you to a **career in accounting**. You'll gain **essential accounting skills** and terminology to help you manage finances for an organisation.

It is particularly suited to anyone who has **just completed school**, is contemplating a **career change** or **re-entering the workforce**.

If you have an eye for figures, can think on your feet, and enjoy working with others, then this is an excellent qualification to launch you towards a highly successful and rewarding career.

Gain these skills

- Recording and creating summaries of an organisation's financial transactions
- Processing journal entries
- Completing payroll and bank receipts
- Preparing, processing and maintaining financial records

Is this course right for me?

I have the following attributes:

- Comfortable working with numbers and financial concepts
- Good problem solving
- Good analytical skills
- Enjoy working with others

Details

Semester 1, 2020

Joondalup (Kendrew Crescent) - On Campus



Duration: **1 Semester/s**



When: **Semester 1, 2020**



How: **On campus**

Units

Core

National ID	Unit Title
BSBITU306	Design and produce business documents
BSBWRT301	Write simple documents
FNSACC304	Conduct business activities using a computerised accounting system
FNSACC311	Process financial transactions and extract interim reports
FNSACC312	Administer subsidiary accounts and ledgers
FNSACC313	Perform financial calculations
FNSINC301	Work effectively in the financial services industry

Elective

National ID	Unit Title
BSBFIA302	Process payroll
BSBITU314	Design and produce spreadsheets
FNSACM302	Prepare, match and process receipts
FNSACM303	Process payment documentation

Entrance requirements

School Leaver

Non-School Leaver

AQF

OLNA or NAPLAN 9 Band 8

C Grades in Year 10 English and Maths or
equivalent

Certificate I or Certificate II

Job opportunities



[Accounts Officer](#) | [Cost Clerk](#) | [Accounts Clerk](#) [Payroll Officer](#)

Please note this list should be used as a guide only as job titles and qualification requirements may vary between organisations.

Important information

Other costs for consideration:

- Text Books
- Stationery

Typical timetable:

- 2.5 days per week

Fees and charges

View our [Indicative Fees list](#)

Local full time students

Course fees are made up of two components, tuition fees and resource fees.

Tuition fees are determined by multiplying the course fee rate by the nominal hours, which is the number of hours in which an average student could be expected to complete each unit. They are not the hours of training or instruction.

Resource fees are charges for material that are essential to a course or unit, and are purchased by NMT to be used by students during the course.

Fees may vary depending on the units you are enrolled in so an approximate amount has been shown. You will be given the exact amount of your fees at enrolment. Part time student fees will vary depending on the number of units you are enrolled in.

Please note, you may also need to buy textbooks or equipment for your course.

Check [TAFE International WA](#) to confirm this course is available to international students. You will pay your tuition fees to TIWA.

**JOBS &
SKILLS WA**

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