



# FNS30317 Certificate III in Accounts Administration

National ID: FNS30317 | 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

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#### Perth (Northbridge) - On Campus



Duration: **1 Semester/s**



When: **Semester 1, 2020**



How: **On campus**

## Units

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### Core

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

### Elective

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

## 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.

### International Students

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



**North  
Metropolitan**

*We're working for  
Western Australia.*

**Please note, fees are subject to change.**



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