About this course

A career you can count on

This course provides an insight into the issues and processes of accounting for an organisation and prepares you for work as a payroll clerk or bookkeeper. You’ll learn to record and create summaries of financial transactions of an organisation for management purposes.

This course also prepares you for entry into the Diploma of Accounting.

Keen to get started? We offer this course on campus and online.

Gain these skills

- Process financial transactions and extract interim reports
- Establish and maintain a payroll system
- Prepare financial reports, statements and operational budgets
- Set up and operate a computerised accounting system

Is this course right for me?

I have the following attributes:

- Strong organisational and record keeping skills
- Good maths and analytical skills
- Methodical and logical
- Focussed with good attention to detail
Some of the courses on the list can be done completely online. However some of the courses require a practical component which can’t be done online, or some may be a mix of online and face-to-face learning. We’ll let you know what’s required for your course. For a full list of online courses, please use the filters under the Refine course results menu.

Details

During your course of study, NMTAFE may use a variety of learning practices to ensure you get the best outcome for your learning journey. This may include online learning, face-to-face classroom, laboratory/workshop delivery, work placement or a combination of these, depending on which is most appropriate.

Continuous enrolment, 2020

Perth (Northbridge) - Traineeship

- Duration: 1 Year/s
- When: Continuous enrolment
- How: Employer-based Traineeship

Semester 1, 2021

Joondalup (Kendrew Crescent) - On Campus

- Duration: 1 Semester/s
- When: Semester 1, 2021
- How: On campus

Semester 1, 2021

Perth (Northbridge) - On Campus

- Duration: 1 Semester/s
- When: Semester 1, 2021
- How: On campus
Semester 2, 2020

Joondalup (Kendrew Crescent) - On Campus

- Duration: 1 Semester/s
- When: Semester 2, 2020
- How: On campus

Semester 2, 2020

Perth (Northbridge) - On Campus

- Duration: 1 Semester/s
- When: Semester 2, 2020
- How: On campus

Entrance requirements

<table>
<thead>
<tr>
<th>School Leaver</th>
<th>Non-School Leaver</th>
<th>AQF</th>
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<tbody>
<tr>
<td>C Grades in Year 11 WACE General English, and OLNA or NAPLAN 9 Band 8</td>
<td>C Grades in Year 11 English and Maths or equivalent</td>
<td>Certificate II or Certificate III</td>
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Further study

North Metropolitan TAFE offers you a range of further study opportunities, see below for a list of related courses.

Job opportunities

Accounting Clerk | Accounts Clerk | Accounts Payable Clerk | Accounts Officer | Accounts Receivable Clerk | Audit Clerk Payroll Clerk | Payroll Officer Bookkeeper | Financial Administration 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:

• 4 days per week

Please note part-time study classes are run during the day only.

Fees and charges

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.

Please note, fees are subject to change.