Certificate III in Accounts Administration (FNS30315)

The Certificate III in Accounts Administration is your entry into the finance industry.

This qualification reflects the job roles of employees with functions that could include financial data entry and processing accounts but also providing customer service and business support in financial transactions and producing reports.

**Entry requirements**
Each student will undertake a Pre Training Review before enrolling to help confirm the proposed course is suitable. It will provide valuable information about an individual's existing skills and knowledge, language, literacy and numeracy skills and whether the course will help in achieving learning and/or employment goals.

**Job outcome**
This qualification could lead to employment as an accounts clerk, cashier, accounts payable/receivable officer or bookkeeping assistant. You will gain employable skills but you will also be equipped with the basic knowledge to proceed into further education in this area.

**Further study**
Certificate IV in Accounting or Certificate IV in Bookkeeping.

**Expected time to complete**
1 Year

**DATES**
Swan Hill: January
Off Campus: Flexible study options available, contact for details

1300 478 648
Learn more at sunitafe.edu.au

Available at:
Swan Hill - Press 2
Sea Lake - Swan Hill Road

CRICOS Provider Code: 01985A | RTO Code: 4693 | This training is delivered with Victorian and Commonwealth Government funding.

Current as at 20/10/2017
Certificate III in Accounts Administration (FNS30315)

Core Units

<table>
<thead>
<tr>
<th>Code</th>
<th>Unit Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBITU306</td>
<td>Design and produce business documents</td>
</tr>
<tr>
<td>BSBWHS201</td>
<td>Contribute to health and safety of self and others</td>
</tr>
<tr>
<td>FNSACC302</td>
<td>Administer subsidiary accounts and ledgers</td>
</tr>
<tr>
<td>FNSACC301</td>
<td>Process financial transactions and extract interim reports</td>
</tr>
<tr>
<td>BSBWRT301</td>
<td>Write simple documents</td>
</tr>
<tr>
<td>FNSACC303</td>
<td>Perform financial calculations</td>
</tr>
<tr>
<td>FNSINC301</td>
<td>Work effectively in the financial services industry</td>
</tr>
</tbody>
</table>

Electives

This course requires completion of a minimum 4 elective units in addition to core units listed above.

<table>
<thead>
<tr>
<th>Code</th>
<th>Unit Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBCUS301</td>
<td>Deliver and monitor a service to customers</td>
</tr>
<tr>
<td>BSBITU307</td>
<td>Develop keyboarding speed and accuracy</td>
</tr>
<tr>
<td>BSBRKG304</td>
<td>Maintain business records</td>
</tr>
<tr>
<td>BSBWOR301</td>
<td>Organise personal work priorities and development</td>
</tr>
</tbody>
</table>

Your particular units of study will be determined from the core and elective units required for this qualification.

Indicative Fees

Average total fees to complete this course:

- Government Subsidised $2,238
- Concession $745
- Traineeship $936
- Traineeship Concession $571
- Skills Recognition $1,370
- Skills Recognition Concession $571
- Self-funded $2,672

Concession for Diploma and Advanced Diploma courses applies only to Aboriginal and Torres Strait Islander students.

Average total fees include designated materials and student services, and will vary according to your specific unit choices and other factors.

The student tuition fees as published are subject to change given individual circumstances at enrolment.

Talk to us about your eligibility for Government subsidised training. With recent changes to eligibility rules, you might now be eligible!