Ready to start your career in the Accounting & Bookkeeping Industry?

Our Certificate III in Accounts Administration course is for people who want to perform duties as an accounts clerk. In this course you will learn about industry entry-level activities such as:

- Accounts payable/accounts receivable,
- Payroll,
- Cashier functions,
- Preparation of trial balance,
- Bookkeeping, EFT/e-business,
- Purchases and sales,
- Manual and computerised systems, and
- Preparation of basic financial reports.

This course will assist you in gaining the skills necessary to maintain the basic accounts of a business such as Accounts Receivable/Payable and Computer Based Bookkeeping.

To express your interest in enrolling in this course, please complete your personal information below.

**Personal Information**

<table>
<thead>
<tr>
<th>Name:</th>
<th>Contact Number:</th>
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<tbody>
<tr>
<td>Date of Birth:</td>
<td>Signature:</td>
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Briefly outline your reasons for expressing an interest in enrolling in this course:

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Shoalhaven Community College  
1 Mattes Way, Bomaderry NSW  
P: 02 4423 0351  
E: info@kcc.nsw.edu.au
Certificate III in Accounts Administration | FNS30311

Detailed Course Information

Duration: Commences 17 March, 2014
1 day per week 9-3pm for 26 weeks
Concludes 11 September, 2014

Venue: Shoalhaven Community College, 1 Mattes Way Bomaderry

Fee: $539 (normally $3000). If students meet eligibility criteria, course will be fully funded and no fee will apply.

Suitable For
This qualification reflects the job roles of employees with functions that could include:
- Filing, checking and processing financial data entry and processing accounts payable/accounts receivable
- Providing customer service in financial transactions
- Assisting in processing payroll
- Front line cashiering and bank account maintenance
- Assisting with entering transaction data to ledgers and maintaining a general ledger
- Processing purchases and sales including EFT/e-business
- Producing GST reports.

Pathways to Higher Level Qualifications
Students who successfully complete this course will be issued with a Nationally Accredited Qualification – Certificate III in Accounts Administration [FNS30311].

This qualification will give you credit for the units listed below if you wish to undertake a higher level qualification in the Accounting & Finance industry in the future such as Certificate IV – Accounting [FNS40611], which would support career progression in this field. The primary employment pathway from this qualification is entry level positions in a broad range of industry sectors in accounts administration and bookkeeping roles.

Core Units
- FNSACC301A Process financial transactions and extract interim reports
- FNSACC302A Administer subsidiary accounts and ledgers
- FNSACC303A Perform financial calculations
- FNSINC301A Work effectively in the financial services industry
- BSBOHS201A Participate in OHS processes
- BSBITU306A Design and produce business documents
- BSBWRT301A Write simple documents

Elective Units
- BSBFIA302A Process payroll
- BSBITU304A Produce spreadsheets
- FNSACC404A Prepare financial statements for non-reporting entities
- FNSACC406A Set up and operate a computerised accounting system