



FNS30322 – Certificate III in Accounts Administration

Course Overview (Domestic Students)

TMG College Australia's (TMG) Certificate III in Accounts Administration program has been designed to allow students the ability to gain real work experience whilst furthering their working knowledge and skills of the Accounts Administration Industry.

Students will be introduced to the following main learning areas within this qualification:

- ✓ How to correctly understand accounting and bookkeeping fundamentals
- ✓ How to correctly establish and maintain payroll systems
- ✓ How to correctly how to set up and operate computer accounting systems
- ✓ How to correctly understand ATO reporting fundamentals
- ✓ How to correctly design and produce business documents

All of which we have you ready for multiple areas of employment possibilities within Accounts Administration sector.

*Thinking of a Career Change and want to make a difference?
Why not choose a career in Accounts Administration Today!*

Entry Requirements

This program has an entry requirement of year 10 Reading, Writing and Comprehension level and/or (ACSF Level 2) + basic computer skills for formative assessment activities and assessment submissions.

Course Duration

This course is delivered over 26 Weeks depending on enrolment type.

Course Date

We have multiple intakes yearly, so call or email us today to help get you started.

Delivery Mode

This course is delivered within a blended delivery mode, consisting of face-to-face classroom sessions + structured online learning + 30 hours simulated work-placement.

Licencing

This course does not have a direct licence outcome.

Course Packaging

To achieve this qualification, you are required to successfully complete 11 units of competency, 7 Core + 4 Electives.

Core Units

- BSBTEC302 Design and produce spreadsheets
- BSBXCM301 Engage in workplace communication
- FNSACC314 Conduct business activities using a computerised accounting system
- FNSACC321 Process financial transactions and extract interim reports
- FNSACC322 Administer subsidiary accounts and ledgers
- FNSACC323 Perform financial calculations
- FNSINC311 Work together in the financial services industry

Elective Units

- BSBHRM416 Process payroll
- BSBINS309 Maintain business records
- BSBOPS305 Process customer complaints
- BSBTEC301 Design and produce business documents

Note: Elective units may vary depending on the student individual requirements.

We Specialise in Industry-based Qualifications,
So Contact Us Today for Your FREE Consultation.

Your Assessment

To achieve this qualification, you (the student) are required to complete the following Assessment Tasks:

Knowledge based questions/activities:

- True/False questions
- Match the correct answer/s
- Multiple Choice questions
- Open and Closed questions
- Research projects

Skill based activities:

- Scenario based roleplays
- Real and/or Simulated Workplace Activities
- Workplace (Industry) Logbook

Work Placement

To help properly prepare you for a real working environment, TMG College Australia has created a simulated work environment.

If you are current working, you may be able to do your work-placement within your own workplace.

[Speak to our friendly staff today and find out how we can have you work ready today!](#)

Career Opportunities

Occupational positions may include:

Financial data entry | Administration Finance Officer | Payroll Officer

Course Investment (Fees)

\$3,550 (Inclusive of Non-Tuition fees)

Your course investment (fee) includes a Non-Refundable enrolment fee of **\$250**, plus all materials/resources required for your course's completion. [Payment options are available, speak to our friendly staff today!](#)

Education Pathway

After successful completion of this qualification, students are eligible to enter into the Certificate IV in Accounting & Bookkeeping.

Australian Certification

[On successful completion of this program, you will be issued with an Australian Nationally Recognised Qualification and a Statement of Results.](#) If you are unable to successfully complete the full qualification, you will be issued with a Statement of Attainment (SOA) for the unit/s successfully completed.

