Your exciting career in bookkeeping starts here

This qualification is designed for those intending to develop skills and knowledge for entry level employment in the financial services industry. Participants will learn the skills underpinning computerised bookkeeping.

LOCATION/S
Cairns

DURATION
Part time: up to 12 months / 12 weeks per unit

Entry requirements
Students must have good numeracy and literacy skills and sound computer literacy including

Resources required
A computer with access to the Internet and Microsoft Office 2013 or later.
Students are expected to store or

What are my payment options?
No matter what your circumstances, TAFE Queensland North has a payment option to suit you. If you are unsure of what’s right for you, call us on 1300 656 959. We’re here to help.
Prices are subject to change.

FULL FEE | $2,300
This is the total cost of the course.

SUBSIDISED | $998
The Queensland Government will offset the cost of study for eligible students. You will still need to pay for a portion of your study costs. The amount above is what you will need to pay.

CONCESSION | $564
You are eligible for the concession price of a course if you are eligible for subsidised training, and are listed on an Australian Government Low Income Health Care Card or Pensioner Concession Card, if you are Aboriginal or Torres Strait Islander, you hold a Department of Veterans’ Affairs Pensioner Concession Card, or if you have a disability. Further information about concessions.

Accurate as at 28 August 2017. For the latest information see:
tafenorth.edu.au/course/10866
Outcome

FNS30315 Certificate III in Accounts Administration

Job prospects

- Accounts Clerk/Bookkeeper
- Accounts Clerk
- Bookkeeper

Units

Students need to successfully complete 11 units to gain the qualification; 7 core and 4 elective units.

Students commence with units FNSACC301 and FNSACC302 at any time throughout the year.

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Title</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBITU306</td>
<td>Design and produce business documents</td>
<td>Core</td>
</tr>
<tr>
<td>BSBWHS201</td>
<td>Contribute to health and safety of self and others</td>
<td>Core</td>
</tr>
<tr>
<td>BSBWRT301</td>
<td>Write simple documents</td>
<td>Core</td>
</tr>
<tr>
<td>FNSACC301</td>
<td>Process financial transactions and extract interim reports</td>
<td>Core</td>
</tr>
<tr>
<td>FNSACC302</td>
<td>Administer subsidiary accounts and ledgers</td>
<td>Core</td>
</tr>
<tr>
<td>FNSACC303</td>
<td>Perform financial calculations</td>
<td>Core</td>
</tr>
<tr>
<td>FNSINC301</td>
<td>Work effectively in the financial services industry</td>
<td>Core</td>
</tr>
<tr>
<td>BSBCUS301</td>
<td>Deliver and monitor a service to customers</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBFIA401</td>
<td>Prepare financial reports</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBITU304</td>
<td>Produce spreadsheets</td>
<td>Elective</td>
</tr>
<tr>
<td>FNSBK405</td>
<td>Establish and maintain a payroll system</td>
<td>Elective</td>
</tr>
</tbody>
</table>

Disclaimer

Not all electives available at all campuses

ARE YOU READY TO TAKE THE NEXT STEP ON YOUR PATH TO GREAT?

Enrol today to secure your spot in this course.

HOW TO ENROL

Enrol now

You’re ready if you have:

- checked your important dates (under the course details tab)
- checked you meet the entry requirements (under the course details tab)
- checked your course costs and know which payment option is right for you (under the costs tab)
- Read the student rules and refund policy
- Created your Unique Student Identifier and can provide this code to TAFE Queensland
- If you are applying for a subsidised cost, please ensure you have all the relevant documents at time of enrolment

All done? Then head to the link below to complete your enrolment:


Enrolment options

By telephone: 1300 656 959. In person: at any TAFE Queensland North location.

Recognition of prior learning

Fast-track your way to a formal qualification by earning credit for the things you already know. Getting

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[tafenorth.edu.au/course/10866](http://tafenorth.edu.au/course/10866)
recognition for the skills you've gained from the workplace or previous learning means less study time for you, and getting the paper to prove you're qualified a whole lot sooner.

More info:
tafenorth.edu.au/study-with-us/career-changers-jobseeker/recognition-prior-learning/