

Order of Study

FNS30322 Certificate III in Accounts Administration (Online self-directed)

On successful completion of all 11 units you will receive a Certificate III in Accounts Administration.

Follow the below order of study when enrolling. Enrol in no more than 2 units per intake, unless otherwise advised.

Unit Code		Unit Name	Unit Type	Textbook/ Resources	Study Period Schedule	
Must complete all units in order as listed below					Intake	Completed
1	FNSACC323	Perform financial calculations	Core	Electronic resources are available through Connect , TAFE Queensland's Learning Management System		Completed
2	FNSACC321	Process financial transactions and extract interim reports	Core			Completed
3	FNSACC322	Administer subsidiary accounts and ledgers	Core			Completed
4	BSBTEC302	Design and produce spreadsheets	Core			Completed
5	FNSACC421	Prepare financial reports	Elective			Completed
6	FNSACC314**	Conduct business activities using a computerised accounting system	Core			Completed
7	FNSINC311	Work together in the financial services industry	Core			Completed
8	FNSACC418	Work effectively in the accounting and bookkeeping industry	Elective			Completed
9	BSBXCM301	Engage in workplace communication	Core			Completed
10	BSBTEC404	Use digital technologies to collaborate in a work environment	Elective			Completed
11	BSBTEC301	Design and produce business documents	Elective			Completed
Note	**Xero will be used for this unit. Students have free access to Xero as part of their online resources.					

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