## FNS30317 Certificate III in Accounts Administration

**Full Time Study Plan – 2019 Onwards**

<table>
<thead>
<tr>
<th>Sequence</th>
<th>Unit Code</th>
<th>Unit Name</th>
<th>Unit Type</th>
<th>Credit/RPL</th>
<th>Passed/Enrolled</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>BSBITU306</td>
<td>Design and Produce Business Documents</td>
<td>Core</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>BSBWRT301</td>
<td>Write Simple Documents</td>
<td>Core</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>FNSACC304</td>
<td>Conduct Business Activities Using a Computerised Accounting System</td>
<td>Core</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>FNSACC311</td>
<td>Process Financial Transactions and Extract Interim Reports</td>
<td>Core</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>FNSACC312</td>
<td>Administer Subsidiary Accounts and Ledgers</td>
<td>Core</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>FNSACC313</td>
<td>Perform Financial Calculations</td>
<td>Core</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>FNSINC301</td>
<td>Work Effectively in the Financial Services Industry</td>
<td>Core</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Elective (see below)</td>
<td></td>
<td>Elective</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Elective (see below)</td>
<td></td>
<td>Elective</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Elective (see below)</td>
<td></td>
<td>Elective</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Elective (see below)</td>
<td></td>
<td>Elective</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Units: 11

✓ Completed

### Students are to complete four (4) Electives from the below list:

- BSBFIA302 Process Payroll
- BSBITU304 Produce Spreadsheets
- BSBFIA401 Prepare Financial Reports
- BSBCUS301 Deliver and Monitor a Service to Customers
- BSBWOR301 Organise Personal WorkPriorities and Development

**Important Note:** This Study Plan has no formal or legal status but is used to assist students in planning their course. Students should refer to the official University database and/or University transcripts to ensure they are meeting course requirements.

Last Updated: 10/01/2019
MORE DETAILS:

To satisfy the requirements for the award of FNS30317 Certificate III in Accounts Administration students must complete 11 units.

Study Mode/Recommended Study Schedule

The FNS30317 Certificate III in Accounts Administration course is offered via Online delivery with intakes in February, March, April, May, June, July, August, September, October and November.

Please refer to the More Details tab of your course page in the CQUHandbook for further information.

Course Structure Requirements

In the FNS30317 Certificate III in Accounts Administration course, students are required to complete the following course structure:

- 7 Core Units
- 4 Elective Units

Course Duration

Full Time  12 months
Part Time  18 months

Student Outcomes, Career Opportunities and Occupations

Inventory Clerks, Accounts Clerks, Payroll Clerks, Accounting Operatives, Accounts Receivable Clerks, Accounts Payable Clerks.

Credit Transfer & Recognition of Prior Learning

Credit Transfer: Please refer all enquiries regarding credit transfer for your previous studies to your teacher.

Recognition of Prior Learning (RPL): If you would like to apply for RPL for your on-the-job experience, you can request an RPL kit by emailing rpl@cqu.edu.au.

If you have any questions in regard to your course, please contact the Course Advice Team:

PLEASE CHECK THE CQU HANDBOOK FOR TERM AVAILABILITIES AND PRE-REQUISITES AS THEY MAY CHANGE FROM YEAR TO YEAR http://handbook.cqu.edu.au

Important Note: This Study Plan has no formal or legal status but is used to assist students in planning their course.
Students should refer to the official University database and/or University transcripts to ensure they are meeting course requirements.
Last Updated: 10/01/2019