



# Australian College of Commerce & Management

## Accounts Clerical / Bookkeeping Skills

Have you noticed the shortage of staff with accounts clerical / bookkeeping skills ?

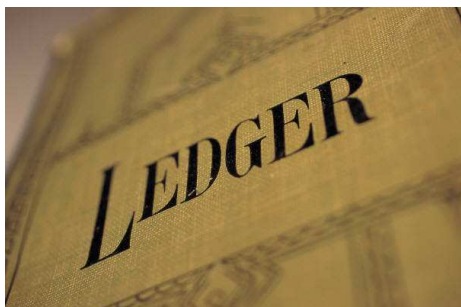
This is a rare opportunity to get up-skill your staff (or yourself) in these scarce skills for next to no cost !!!

😊 **Government  
Funded\***

This course is funded by the NSW Department of Education and Training\*, with your business only required to make a small contribution of \$209 towards the course costs.

You will be taught the accounts clerical processes in a supported step by step way using manual accounting techniques so that you end up with an understanding of the whole picture (and not just the data entry)!

**No experience  
required 😊**



You will learn these exciting new skills through attending 5 evening workshops (one a month) conducted locally by highly experienced trainers.

Please review the following details to ensure that the course will suit you.

Note that you will be provided with the opportunity at the first workshop to withdraw from the course (with a refund) if you decide that the course is not suitable to your needs. Refunds after this point are not possible.

# Accounts Clerical

partial completion of Certificate III In Financial Services (Accounts Clerical)

## COURSE CONTENT

**QUALIFICATION OUTCOME:**

Statement of Attainment (1/2 a full qualification)

**APPROXIMATE TIME COMMITMENT:**

3-6 hrs per week

**COURSE OUTCOMES:**

This course teaches manual accounting skills so that you understand the accounting processes.



Specific content includes:

- Petty cash
- Accounts payable
- Accounts receivable
- Journal entries
- Maintaining financial records

## IMPORTANT FACTS

**ENROLMENT FEE:**

Non-refundable fee of \$209

**PLACES AVAILABLE**

15 students (on first enrolled basis)

**DELIVERY METHOD:**

5 Evening Workshops with compulsory accounting assignment tasks to be completed between workshops (approx 3 – 6 hrs pw)

**WORKSHOP LOCATION:**

Electrolux Skill Centre

9 Edward Street (Cnr Churchill Ave) Orange

5.45pm – 8.45pm

**WORKSHOP TIMES:**

**START DATE:**

Tuesday 4<sup>th</sup> March at 5.45pm

**COMPLETION DATE:**

All assignments must be completed by 19<sup>th</sup> Aug

**COMPULSORY WORKSHOP DATES:**

1. Tuesday 4<sup>th</sup> March 2008
2. Tuesday 8<sup>th</sup> April 2008
3. Tuesday 20<sup>th</sup> May 2008
4. Tuesday 17<sup>th</sup> June 2008
5. Tuesday 22<sup>nd</sup> July 2008

**COMPULSORY ATTENDANCE EVENING:**

Tues 19<sup>th</sup> August 2008 at Electrolux Skill Centre

## COURSE CRITERIA

- Participants should be employed by a business in the Orange region
- Some places may be available for those not currently employed but seeking to rejoin the workforce in the near future

## REQUIRED RESOURCES

- All required resources are provided BUT access to excel spreadsheet programs is required

## COMPLETING THIS QUALIFICATION

After this course you can complete the Certificate III in Financial Services qualification by completing an additional 6 units of competence. The price to complete a full qualification after this class is \$1000.



## IMPORTANT INFORMATION ABOUT GVT FUNDED COURSES

### ENROLMENT PROCESS

Places in this course are limited.

Applications are processed on a first in basis, except that enrolment may be restricted to people who have participated in past government funded courses which they have not completed.

Enrolment Forms are available at [www.austcollege.com.au](http://www.austcollege.com.au) or by calling 0242 259 881 and may be submitted by email (in scanned format), fax or post. The College will advise successful applicants of their entry into the course by email or letter.

Applicants must pay the compulsory Enrolment Fee at the time of enrolment. Payment can be by Visa, Mastercard, Cheque or Postal Order.

The Enrolment Fee is not refundable once the course starts however you will be provided with the opportunity at the first workshop to withdraw from the course (with a refund) if you decide that the course is not suitable to your needs. Refunds after this point are not possible.

### HOW THE COURSE OPERATES

All College courses are Nationally Accredited Training.

Evening workshops will be delivered to teach you the skills and knowledge required for this course. Attendance at these workshops is compulsory. If you identify that you cannot attend a workshop you must contact the College to discuss your situation.

Between each workshop you will have compulsory homework assignments. These must be completed before the next workshop.

In between workshops you will have access to your Trainer to obtain assistance and support by phone and email.

You will be required to commit further evenings including the compulsory attendance evening at the end of the course if you have not at that time submitted all work due as at that date.

### COMPLETION OF ASSIGNMENTS AND THE COURSE BY THE DUE DATES

The NSW Department of Education funds this course and so sets the required start and finish dates of the course. You must be willing and able to dedicate sufficient time to complete the course within this timeframe. You will be required to attend the additional compulsory attendance evening if you are behind in meeting these requirements.

You are not permitted to enroll in more than one government funded class at the same time.

### OTHER FREQUENTLY ASKED QUESTIONS

Do I Learn How To use MYOB?

A: No – the College teaches manual accounting techniques so that you fully understand the accounting processes. This knowledge will assist you in understanding how computerized accounting programs work.

