

(NATIONALLY RECOGNISED)

Process accounts payable and receivable (BSBADM309A)

Source: Certificate III in Business Administration (BSB30201)

Course Description: This unit covers maintenance of accounts payable and accounts receivable records, processing of payments to creditors, and handling overdue accounts receivable.

Underpinning Skills: BSBCM207A (Process and Prepare Financial/Business Documents)

Qualification Issued: Statement of Attainment

Study Materials Supplied: BSBADM309A workbook, 14 money column analysis book

Course Delivery: This unit is taught on an independent learning basis, where students work at their own rate through a workbook and series of structured exercises. A facilitator is available during the class to give personal assistance when needed.

Full-time/Part-time Study

Length of Course:

Up to 10 sessions

1 session = 3 hours

Total Course = 30 hours

(Can be completed over 10 days or up to 10 weeks)

Available:

Monday to Thursday from 9.00 to 12.00

Additional Materials:

None

10% DISCOUNT APPLIES TO HEALTH CARE & CONCESSION CARD HOLDERS