HELLO THERE, OUR DREAM IS TO HELP YOU MAKE GREAT HAPPEN

Learn the essentials with this MYOB course!

Gain the basic knowledge for employment in an accounts position, with MYOB from basics through to intermediate level and also MYOB Payroll. Suitable for anyone requiring knowledge from the ground up. It gives you confidence that you have the basic skills to gain employment.

Students will be using MYOB Student Edition version 19.8 software.

This bundle includes MYOB Accounting and MYOB Payroll.

MYOB Accounting
Navigating MYOB Account Right; creating a data file; setting preferences; set up Chart
...more online

LOCATION/S
Gold Coast - Southport

DURATION
Part time: 6 sessions / 1 day per week

Course delivery options
WORKLOAD LOCATION DELIVERY
Part time 1 day per week Gold Coast - Southport Classroom

Key dates
For key start dates for each location visit the online brochure for this course (under the course details tab).

tafegoldcoast.edu.au/course/11707

Entry requirements
Students will need to understand basic bookkeeping terminology and have basic computer
...more online

Important Information
Course commencement is subject to
...more online

Resources required
- Please bring a blue or black pen, pencil, writing paper, calculator and USB memory stick.
- Students receive
...more online

What are my financial options?

No matter what your circumstances, TAFE Queensland Gold Coast has a financial option to suit you. If you are unsure of what’s right for you, call us on 07 5581 8300. We’re here to help.

...more online

FULL FEE $395

This is the total cost of the course.

Got a question?
Enquire about your full fee study options

Accurate as at 10 October 2017. For the latest information see:
tafegoldcoast.edu.au/course/11707
Outcome
By the end of the course students are expected to be able to understand the principles involved in using MYOB and MYOB Payroll, perform the necessary keyboard entries, and generate the appropriate financial reports. Students will also be able to understand the principles involved in using some of the more basic aspects of MYOB as well as being able to setup and manage a payroll in MYOB.

This course provides students with more specialised skills in the MYOB computer accounting package and using the Payroll section of MYOB. For those wanting a career in Accounting it may lead to a certificate course e.g. Certificate IV in Accounting and Certificate IV in Bookkeeping.

Units

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
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