Advance your knowledge with this MYOB course!

This course carries on from MYOB Intermediate and is designed for those who wish to gain more specific skills in the program. It will cover advanced sales and purchase features including refunds, overcharges, deposits and laybys, setting up and printing budget reports, creating cost centres and customising forms. Some time will also be spent on using MYOB Officelink.

Topics include:
- Advanced sales and purchases features
- Printing reports
- Cost Centre reports
- Creating Job Cards for Jobs

### Course delivery options

<table>
<thead>
<tr>
<th>WORKLOAD</th>
<th>LOCATION</th>
<th>DELIVERY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part time</td>
<td>Gold Coast - Southport</td>
<td>Classroom</td>
</tr>
<tr>
<td>1 night per week</td>
<td></td>
<td></td>
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</tbody>
</table>

**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/11757](http://tafegoldcoast.edu.au/course/11757)

**Entry requirements**

Prerequisite for this course is to have completed MYOB Intermediate or to be using MYOB

[...more online](http://tafegoldcoast.edu.au/course/11757)

**Important Information**

Course commencement is subject to

[...more online](http://tafegoldcoast.edu.au/course/11757)

**Resources required**

- Bring a blue or black pen, pencil, writing paper and a memory stick/USB flash drive for saving your work

[...more online](http://tafegoldcoast.edu.au/course/11757)

**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](http://tafegoldcoast.edu.au/course/11757)

**FULL FEE | $200**

This is the total cost of the course.

Got a question?  
Enquire about your full fee study options

Accurate as at 9 January 2017. For the latest information see: [tafegoldcoast.edu.au/course/11757](http://tafegoldcoast.edu.au/course/11757)
Outcome

This course provides an introduction to the MYOB computer accounting package and may lead to a certificate course for those wanting a career in bookkeeping.

By the end of the course students are expected to be able to understand the principles involved in using MYOB, how to perform the necessary keyboard entries and how to generate the appropriate financial reports.

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.

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