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 will give you the confidence that you have the basic skills to gain employment.

Through the Introduction to Accounting you will learn to use a range of calculation methods and techniques for conducting routine financial calculations and transactions. You will also be instructed in manual data entry in Ledgers and Trial Balance.

Entry requirements

- Students will need to understand basic bookkeeping terminology and have basic computer

Resources required

- Please bring a blue or black pen, pencil, eraser, writing paper, calculator and USB memory stick.
- Students

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.

Full Fee $495

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:
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. You will have the knowledge to analyse and audit all data entries in bookkeeping to Trial Balance stage.

This course provides the 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

Make your future happen

Connect with TAFE on Facebook

Accurate as at 10 October 2017. For the latest information see: tafegoldcoast.edu.au/course/12013