Start from the basics with this MYOB course!

Gain the basic knowledge for a data entry position with MYOB from basics through to intermediate level. 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 MYOB Accounting course can be combined with Introduction to Accounting and MYOB Payroll (MYOB Accounting Bundle 1) or with MYOB Payroll (MYOB Accounting Bundle 2) for a special bundle price. To**

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**LOCATION/S**

Gold Coast - Southport

**DURATION**

Part time: 4 sessions / 1 day per week

**Entry requirements**

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

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**Important Information**

Course commencement is subject to

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**Resources required**

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

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**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.

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**FULL FEE $300**

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/11816

RTO 0275
CRICOS 03020E
Outcome

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

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

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