Master Xero Accounting

This course includes set up, conversion, payroll, advanced procedures and day-to-day operations and is suitable for anyone requiring working knowledge of Xero operations. It gives you confidence that you have the skills to operate Xero within your business structure or to gain employment as an accounts clerk using Xero Accounting and Payroll. You will need prior knowledge of basic accounting terminology before enrolling in this course. This is an interactive course where questions are welcome.

Topics include:
- Navigating Xero Accounting
- Bank

Course delivery options

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<td>Part time</td>
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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/11766

Entry requirements

Students require some understanding of account keeping for business and a basic understanding

Important Information

Course commencement is subject to

Resources required

- Students need a web based email account eg. Yahoo, Hotmail, Gmail etc.
- Please bring a pen and paper

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 | $370

Got a question?
Enquire about your full fee study options

Accurate as at 8 May 2018. For the latest information see:
tafegoldcoast.edu.au/course/11766

RTO 0275
CRICOS 03020E
Outcome
Data Entry Officer with accounts experience using Xero Accounting.

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
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RTO 0275
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