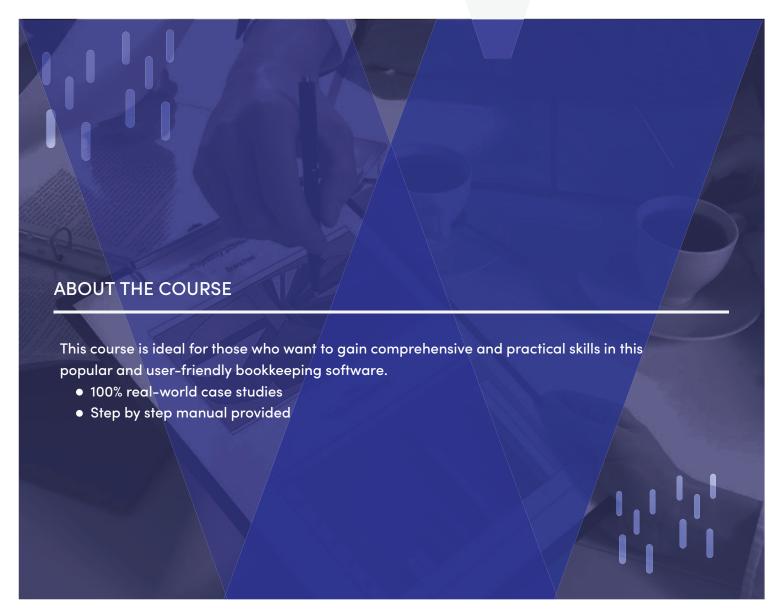


myob Program

ONLINE / ON CAMPUS





UNITS

This course includes training in the following areas:

UNITS	Setting up a company
	Chart of Accounts
	Transfer Funds
	Managing Contacts
	Processing Accounts Payable and Accounts Receivable
	Recording Deposit on Sales
	Recording Credit Notes and Over-payments
	Processing Payroll – PAYG Withholding and PAYG Installments
	Recording Employer Contributions and Deductions in Payroll
	Setting Up Inventory Items
	Inventory Adjustments for Month-end via General Journal
	Bank Reconciliation
	BAS / GST return Lodgement
	Generating Profit & Loss and Balance Sheet

^{*}A free MYOB education version will be included in this course.

UPON COMPLETION

This course is eligible for CPD hours. Upon successful completion of all the required units of this course, students will receive a certificate of completion.



CAREER OPPORTUNITIES	BookkeeperAccounts AssistantAccounts Administration OfficerAccounts Payable Officer	Accounts Receivables OfficerPayroll OfficerAccounting ClerkAccounts Officer	
PRICE	2 days on campus \$399 / 12 months online \$325		
DURATION 2 days on campus or up to		access online	
ASSESSMENTS	Case studies		
ENTRY REQUIREMENT	There are no formal education entry requirements.		
EQUIPMENT NEEDED	 PDF reader A computer (Windows recommended) with internet and web browser access Word/text processing, spreadsheet, and presentation software installed (e.g. Microsoft Office) 		

RELATED COURSES

- Bookkeeping Program
- **Individual Taxation**
- **Business Taxation**
- Tax Accountant Program
- Tax Accountant Program
- General Accountant Program
- Internship Placement

FINANCE OPTIONS

- Fees must be paid within 5 working days of receiving the confirmation of enrolment and invoice for the enrolment fee.
- Seed Training Group may cancel an enrolment or discontinue training if fees are not paid as required.
- Both direct deposit and credit card are accepted.

*Please refer to the Student Information Handbook for further details regarding Fees & Refund Policy and Procedure.