



What it's about	This course is about acquiring and developing the skills required to perform all of the bookkeeping needs of a business using MYOB software. It covers learning how to create accounting systems and policies and preparing financial statements in order to deliver professional bookkeeping services.		
Whom it's for	This course is for people who are work in or seek to work in roles of contract bookkeepers or as employees performing the role of bookkeeper for organisations, performing duties such as: <ul style="list-style-type: none"> • establishing and maintaining accounting systems • working with Accounts Receivable and Accounts Payable • assisting with Business Activity Statements and other office taxes • payroll • developing management systems for organisations. 		
What you need to know already	There is no pre-requisite for this course.		
What you will learn and be able to do	<ul style="list-style-type: none"> • Apply principles of professional practice to work in the financial services industry • Communicate in the workplace • Use technology in the workplace • Apply health and safety practices in the workplace • Develop and implement policies and practices relevant to bookkeeping activities • Establish and maintain a Cash Accounting System • Establish and maintain an Accrual Accounting System • Carry out Business Activity and Instalment Activity Statement tasks • Maintain asset and inventory records • Prepare financial statements • Establish and maintain a payroll system • Deliver a professional service to customers • Maintain customer relationships 		
What you will receive	Upon completion of assessments you will receive the following nationally qualification Certificate IV in Bookkeeping (FNS40210)		
How much time will it take	12 Days or 24 Evenings		
How much you will invest in your learning	\$495 (including GST) With Skills Victoria Funding	\$1999 (including GST) Full Fee (Distance Learning)	\$3999 (including GST) Full Fee (Classroom Learning)