



What it's about	This course is about acquiring and developing the skills required to perform all of the advanced and specialised 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 working 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 • managing Business Activity Statements and other office taxes • payroll • developing management systems for organisations. 		
What you need to know already	You should have completed the MYOB Essentials course before enrolling in this course.		
What you will learn and be able to do	<ul style="list-style-type: none"> • Develop and implement policies and practices relevant to bookkeeping activities • Carry out Business Activity and Instalment Activity Statement tasks • Maintain asset and inventory records • Prepare financial statements • Establish and maintain a payroll system 		
What you will receive	Upon completion of assessments you will receive the following nationally accredited Units of Competency towards a Certificate IV in Bookkeeping including: <ul style="list-style-type: none"> FNSBKG405A Establish and maintain a payroll system FNSBKG404A Carry out business activity and instalment activity statement tasks BSBFIA401A Prepare financial reports FNSACC405A Maintain Inventory Records 		
How much time will it take	7 Days or 14 Evenings		
How much you will invest in your learning	\$299 (including GST) With Skills Victoria Funding	\$1349 (including GST) Full Fee (Distance Learning)	\$2699 (including GST) Full Fee (Classroom Learning)