Learn to process orders, pay suppliers, issue tax invoices, manage customer payments and generate statements in one of the most used and efficient accounting software available.

COURSE DELIVERY
This online program allows you to complete your How to use MYOB in 6 months. Studying online, anywhere, anytime means you can control your own learning at a pace you are comfortable with. A dedicated online teacher manages the learning environment, communicates with students, supports student learning and provides feedback on work submitted. This course is suitable for small business owners, bookkeepers and people seeking formal acknowledgement that they have completed training in MYOB.

Textbook charges apply.

COURSE STRUCTURE
This course requires completion of 2 units of competency. The units delivered in this course are:

- FNSACC406 Set up and operate a computerised accounting system
- FNSBKG405 Establish and maintain a payroll system

ASSESSMENTS
A range of assessment methods are used in this course. These may include case studies, projects, practical exercises and reports, providing you with a well-rounded portfolio of work experience.

TERMS AND CONDITIONS
- Registration and payment are required to confirm your place and must be received before you commence your online studies.
- Students who withdraw from a qualification are required to notify their Institute in writing.
- No refunds are given once you are enrolled. However, a substitute may participate in your place.
- If a course is cancelled you are entitled to a full refund.
- Students are not eligible for refund of incidental fees.

TAFE NSW courses commence only if there are sufficient resources and demand. Every effort was made to ensure this information was accurate as at November 2016. Changes may have taken place since that time. Contact the Northern Sydney Institute, part of TAFE NSW to confirm course details and availability.

CONTACT US FOR MORE INFORMATION
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