



IAD28 MYOB Intro Workshop Skill Set

National ID: IAD28 | State ID: IAD28

About this course

MYOB is a useful tool for small businesses.

This workshop provides a short introduction into the MYOB software.

During this workshop, participants will learn how to:

- Enter sales and purchases into MYOB
- Print invoices
- Use a range of GST codes
- Enter payments received
- Customise invoices

The textbook, *A Step by Step Approach to Administer Subsidiary Accounts and Ledgers* is required. Choose to complete assessments after the workshop and/or receive a letter documenting your participation.

Overview

Semester 2, 2019

Broome Campus - 12 September, 2019

 When: **Semester 2, 2019**

 How: **Face-to-face classroom delivery**

Units

This is a suggested study plan. North Regional TAFE offers a variety of alternative units, and packaging rules apply to these selections. Your unit options will be discussed with you prior to enrolment.

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Core

Unit Title	National ID
Administer subsidiary accounts and ledgers	FNSACC312

Fees and charges

North Regional TAFE's **indicative fees for 2019** are available [here](#). These fees are indicative for local students enrolling full-time in Government-funded courses. Fees are calculated based on individual circumstances at the time of enrolment. Concessions for eligible certificate I - IV level courses, annual fee caps and other charges may apply.

For more information, please click [here](#).

VET Student Loans

VET Student Loans is an income contingent loan support available to eligible students studying a diploma level or above qualification. For more information, please click [here](#).

International student fees

Fees, charges, available locations, applications, and enrolment procedures for international students are different to those applicable to local students. Please visit the [TAFE International WA website](#) to confirm available courses and fees. Tuition fees are paid through TIWA.

Please note, fees are subject to change.