

# Certificate IV Financial Services (Bookkeeping)

Next course date:

Wednesday 7th March 2012

## Course Timetable

Day	Date	Course			Content
1	Wednesday 7th March 2012	Cert IV	Group 1	Trainer Led	Orientation & The Financial Services Industry
2	Wednesday 14th March 2012	Cert IV	Group 1	Trainer Led	Produce business documents: Health & safety in the workplace
3	Wednesday 21st March 2012	Cert IV	Group 2	Trainer Led	Introduction to Bookkeeping
4	Wednesday 28th March 2012	Cert IV	Group 2	Trainer Led	Introduction to Bookkeeping Cont
5	Wednesday 4th April 2012	Cert IV	Group 2	Trainer Led	Bookkeeping Basics
6	Wednesday 11th April 2012	Cert IV	Group 2	Self Paced	Ready to Go with MYOB Accounting Software Day 1
7	Wednesday 18th April 2012	Cert IV	Group 2	Self Paced	Ready to Go with MYOB Accounting Software Day 2
8	Thursday 26th April 2012	Cert IV	Group 2	Trainer Led	Intermediate MYOB with GST & BAS
<b>Break for 2 Weeks To Complete Assessments</b>					
9	Wednesday 16th May 2012	Cert IV	Group 3	Trainer Led	Trainer Led: Bookkeeping Policies and Practices
10	Wednesday 23rd May 2012	Cert IV	Group 4	Trainer Led	Provide Contract Bookkeeping Services using MYOB
<b>Break for 2 Weeks To Complete Assessments</b>					
11	Wednesday 13th June 2012	Cert IV	Group 5	Trainer Led	Bookkeeping, Payroll & the Fair Work Act
12	Thursday 14th June 2012	Cert IV	Group 5	Self Paced	MYOB Payroll
13	Wednesday 20th June 2012	Cert IV	Group 5	Trainer Led	GST & BAS
14	Wednesday 27th June 2012	Cert IV	Group 6	Trainer Led	Assets, Inventory & End of Year Reporting

**\*\*Please note this timetable is subject to change without notice\*\***

Last Updated: 30th January 2012