

Certificate IV Financial Services (Bookkeeping)

Next course date:

Tuesday 27 July 2010

Course Timetable

Day	Date	Group	Content
1	Tuesday 27 July 2010	Group 1	Trainer Led: Welcome & Induction - Workplace Basics
		Group 1	Workshop: Occupational Health & Safety
2	Tuesday 3 August 2010	Group 1	Trainer Led: Use Technology in the Workplace
3	Tuesday 10 August 2010	Group 2 - Part 1	Trainer Led: Part 1 Introduction to Bookkeeping
4	Tuesday 17 August 2010	Group 2 - Part 1	Trainer Led: Part 1 Cont Introduction to Bookkeeping
5	Tuesday 24 August 2010	Group 2	Self Paced: Ready to Go with MYOB Accounting Software
6	Tuesday 31 August 2010	Group 2	Self Paced: Ready to Go with MYOB Accounting Software Part 2
7	Tuesday 7 September 2010	Group 2	Self Paced: MYOB Payroll
8	Tuesday 14 September 2010	Group 2 - Part 2	Trainer Led: Part 2 Setting up and maintaining a Bookkeeping System
9	Tuesday 21 September 2010	Group 2 - Part 2	Trainer Led: Part 2 Cont Setting up and maintaining a Bookkeeping System
10	Tuesday 28 September 2010	Group 2	Trainer led: Intermediate MYOB with GST & BAS
Break for 4 Weeks To Complete Assessments			
11	Tuesday 2 November 2010	Group 3 - Part 1	Trainer Led: Part 1 Bookkeeping Policies and Practices
12	Tuesday 9 November 2010	Group 3 - Part 1	Trainer Led: Part 1 Bookkeeping Policies and Practices
13	Tuesday 16 November 2010	Group 3 - Part 2	Trainer Led: End of Period Financial Reports
14	Tuesday 23 November 2010	Group 3 - Part 2 & 3	Trainer Led: End of Period Financial Reports & Activity Statements
15	Tuesday 30 November 2010	Group 3 - Part 3	Trainer Led: End of Period Financial Reports & Activity Statements

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

Last Updated: 1 July 2010