



Certificate IV Financial Services (Bookkeeping)

Next course date: Tuesday 19th October 2010

Course Timetable

Day	Date	Group	Content
1	Tue, 19 Oct 2010	Group 1	Trainer Led: Welcome & Induction - Workplace Basics
		Group 1	Workshop: Occupational Health & Safety
2	Wed, 27 Oct 2010	Group 2 - Part 1	Trainer Led: Part 1 Introduction to Bookkeeping
3	Wed, 3 Nov 2010	Group 2 - Part 1	Trainer Led: Part 1 Cont Introduction to Bookkeeping
4	Wed, 10 Nov 2010	Group 1	Self Paced: Excel Day to Day
5	Wed, 17 Nov 2010		Trainer Led: Setting up an Accounting System with Excel
6	Wed, 24 Nov 2010	Group 2	Self Paced: Ready to Go with MYOB Accounting Software
7	Wed, 1 Dec 2010	Group 2	Self Paced: Ready to Go with MYOB Accounting Software Part 2
8	Wed, 8 Dec 2010	Group 2	Self Paced: MYOB Payroll
9	Wed, 15 Dec 2010	Group 2 - Part 2	Trainer Led: Part 2 Setting up an Accounting System with MYOB
BREAK FOR CHRISTMAS HOLIDAYS			
10	Wed, 19 Jan 2011	Group 2	Self Paced: Intermediate MYOB with GST & BAS
11	Wed, 26 Jan 2011	Group 3 - Part 1.2	Trainer Led: Part 1 Bookkeeping Policies and Practices
12	Wed, 2 Feb 2011	Group 3 - Part 1.2 & 1.3	Trainer Led: Client bookkeeping & budgeting
13	Wed, 9 Feb 2011	Group 3 - Part 1.4	Trainer Led: Payroll & The Fair Work Act
14	Wed, 16 Feb 2011	Group 3 - Part 2	Trainer Led: End of Period Financial Reports
15	Wed, 23 Feb 2011	Group 3 - Part 3	Trainer Led: Activity Statements
16	Wed, 2 Mar 2011	Group 3 - Part 3	Trainer Led: Activity Statements

Last updated: 28th August 10

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