COMPUTERISED ACCOUNTING WITH MYOB
(National Code: FNSACC406A)

AIM OF COURSE
Save time and money by using MYOB to assist in the financial management of your small business.

At the completion of this unit you should be able to work with your accountant to set up and operate a business accounting system using MYOB.

COURSE CONTENT
Learn how to:
- Set up MYOB for a business
- Create and maintain an Accounts List
- Set up and maintain customer and supplier records
- Set up and maintain inventory records
- Process receipts and payments
- Create invoices
- Complete a bank reconciliation
- Process petty cash and credit card transactions
- Produce a variety of financial reports, including GST reports
- Complete a Business Activity Statement
- Backup and restore information

Note – Payroll is NOT Included in this Unit

ENTRY REQUIREMENTS
This unit assumes you have completed the unit ‘Maintain Financial Records’ or other accounting studies and have knowledge of double entry accounting.
- Do you know the five account groups?
- Can you analyse a transaction into debit and credit components?
- Can you complete a bank reconciliation?
- Are you familiar with GST?

If you answered ‘no’ to any of the above, you should complete the unit ‘Maintain Financial Records’ prior to enrolling in ‘Computerised Accounting’.

You must also be able to operate a computer competently using Windows software. That is you need to have some understanding of file management and directories and you should be able to copy files. If you do not have these skills you should complete an introductory computing course prior to enrolling in ‘Computerised Accounting’.

COURSE MATERIALS
Students are required to purchase their own materials for both class and external studies. Go to TAFEshop http://shop.tafesa.edu.au

You will have a comprehensive self-paced workbook that will enable you to work through practical case studies based on real businesses. A test drive CD of MYOB with installation instructions is also included. Purchase of MYOB software is therefore not required to complete this course. However you will need to provide your own USB drive.

STUDY OPTIONS
You can choose between two flexible study options:

Classes – you can work at your own speed, in a small class, with individual attention from an experienced tutor. You would be required to attend class three hours per week for 8 weeks. Refer to the course dates and times listed below. In addition you will need to allow approximately 3 hours per week outside of class time to practise skills learned in class and for completion of an assignment.

External Study – you will be using a comprehensive self-paced workbook that will enable you to work through practical case studies based on real businesses. An experienced tutor will support you through a telephone, email or drop in tutorial service. This is an ideal option for those who live too far away, or who cannot commit to scheduled classes.

Class Timetable – 2012

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<thead>
<tr>
<th>Computerised Accounting with MYOB – Semester 1</th>
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<tbody>
<tr>
<td>(TAFE Code – AABLP) (Curriculum Hours 80)</td>
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<tr>
<td>8 x 3 hour session per week</td>
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<tr>
<td>Mondays</td>
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<tr>
<td>6.00pm – 9.00pm 6 Feb to 2 Apr</td>
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<tr>
<td>Wednesdays</td>
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<td>9.00am – 12n 15 Feb to 4 Apr</td>
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<tr>
<td>Mondays</td>
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<td>9.00am – 12n 30 April to 25 June</td>
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<tr>
<td>Wednesdays</td>
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<tr>
<td>6.00pm – 9.00pm 9 May to 27 July</td>
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MINIMAL COMPUTER REQUIREMENTS
Pentium 1 GHz, Windows 7, XP or Vista, 1 GB RAM, Hard Drive with at least 2 GB of free space and a CD drive.

SMALL BUSINESS QUALIFICATIONS
This unit is an elective in the Certificate IV in Small Business Management. Successful completion of the assessment will grant you one unit to count towards this award.

RECOGNITION OF PRIOR LEARNING
If you already have competence in small business management, you can ask to have those skills recognised. This is done through an assessment of your prior formal or informal study, work experience, training and life experience.

Documentary evidence must be provided. An application form can be obtained from the Small Business Training Centre. A fee applies for this service.

ADDITIONAL SERVICES
The following support services are provided:
• Learning Resource Centre (LRC)
• Counselling
• Childcare
• Employment Service
• Learning Support (support for students experiencing difficulties within their program of study)
• Disability or Special Needs Support
• Cafeteria
• Car Parking (independent car parking is available underneath the Adelaide City campus)

For additional information contact Client Services on (08) 8207 8201.

ENROLMENT INFORMATION
To enrol complete a Registration Form and Unit Selection form from our office and return via email to sbtc@tafesa.edu.au or post to: TAFE SA Adelaide City Campus The Small Business Training Centre GPO Box 1872 Adelaide SA 5001

Payment process.
Once your registration has been processed our office will issue an invoice to be paid online or via your local post office. Course fees may be tax deductible depending on your circumstances.

FEES

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<th>TAFE FEES</th>
<th>Concession</th>
<th>International *</th>
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<tbody>
<tr>
<td>Tuition</td>
<td>276.00</td>
<td>112.00</td>
<td>400.00</td>
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<tr>
<td>Text/Workbook (inc GST)</td>
<td>48.00</td>
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<tr>
<td>Total Fee</td>
<td>$324.00</td>
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• Note: No refund of fees available for International Students

Concessions are available to holders of a health care card or pension card. A copy of the concession card is required. The fee includes all learning materials. There is no need to buy additional texts. If you are in business, the fees may be tax deductible for yourself and for your employees.

Refund Policy
Refund of fees is available under certain circumstances. Check with the Enrolment Officer at the Small Business Training Centre for further information.

Student ID Card – $5.50

FURTHER INFORMATION
TAFE SA
Adelaide City Campus
Small Business Training Centre
Management, Small Business and Retail Programs
Level 1, East Wing
120 Currie Street
(GPO Box 1872)
Adelaide 5000
Tel: (08) 8207 8373 or (08) 8207 8328
Fax: (08) 8410 0633
TTY Tel: (08) 8207 8206
sbtc@tafesa.edu.au
www.tafesa.edu.au/sbtc
ABN 57 500 809 958

NOTE
• The fees listed are subject to change at any time and do not commit the Institute to charging the fees indicated.
• The information was accurate at the time of printing and the Institute reserves the right to make any changes necessary.

Conditions of enrolment including Policies and Procedures, the Code of Practice and details of the services provided are available on the TAFE SA website – www.tafe.sa.edu.au

TAFE SA strives to provide an environment that fosters fairness, equity and respect for social and cultural diversity and that is free from unlawful discrimination and harassment. You can obtain up-to-date information on equity policies, programs and services at the website or Client Services.