AIM OF COURSE
Good business management depends on accurate information. Whether you intend to use a manual or computerised accounting system, this course will provide you with the skills necessary to prepare accurate financial records and the knowledge to understand them.

You will learn how to set up and maintain a simple manual bookkeeping system that will provide essential financial information and deal with GST. You will then be introduced to some simple double entry accounting. Should you choose to keep your records using a computerised accounting package, you will then have a better understanding of debits and credits and what is happening ‘behind the scenes’.

This course is ideal for those with limited experience in bookkeeping. It is also a prerequisite for enrolment in ‘Computerised accounting with MYOB’.

COURSE CONTENT
- Information needs of your business
- Setting up a manual bookkeeping system
- Sales analysis
- Recording income and receipts
- Keeping track of debtors
- Recording payments
- Keeping track of creditors
- Reconciling the bank account
- Running a petty cash fund
- Understanding GST
- Adapting your bookkeeping system to account for GST
- Calculating GST payable or refundable
- Completing the GST section of the Business Activity Statement
- Understanding double entry accounting
- Understanding the general ledger
- Preparing a trial balance

ENTRY REQUIREMENTS
No previous experience of bookkeeping is necessary to succeed in this course.

COURSE MATERIALS
A comprehensive easy-to-follow text will guide you through plenty of practical exercises to build your skills and confidence. Note: these must be purchased separately.

STUDY OPTIONS
You can choose between two flexible study options:
- Classes are conducted by experienced small business tutors and are repeated throughout the year. You would be required to attend class three hours per week for 8 weeks. In addition you will need to allow approximately 3-4 hours per week outside of class time to practise skills learned in class and for completion of assignments.
- External Study allows you to enrol at any time and then study at home or at work using easy to follow, comprehensive learning materials. You will be supported by an experienced business mentor through a telephone or drop-in tutorial service. This is an ideal option for those who cannot commit to scheduled classes. You will be required to submit your assignment three months from date of registration.

Class Timetable - 2012

<table>
<thead>
<tr>
<th>Maintain Financial Records - Semester 1</th>
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<tbody>
<tr>
<td>(TAFE Code - FTTR) (Curriculum Hours 60)</td>
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<tr>
<td>8 x 3 hour session per week</td>
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<tr>
<td>Wednesdays</td>
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<td>Wednesdays</td>
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(If course dates do not suit, contact us about our external study options.)

SMALL BUSINESS QUALIFICATIONS
This course is an elective subject 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 bookkeeping, 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.

ENROLMENT INFORMATION
To enrol complete a Registration Form and Unit Selection form 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 processes our office will issue an invoice to be paid online or via your local post office.

Text materials
Students are required to purchase their own materials for both class and external studies. Two texts are required for this unit. ‘Maintain Financial Records – Bookkeeping with GST’ and ‘Maintain Financial Records – Understanding Double Entry Accounting.’ These may be purchased online from the TAFEshop on https://shop.tafesa.edu.au

Course fees may be tax deductible depending on your circumstances.

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 contact Client Services on (08) 8207 8201

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
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.

FEES

<table>
<thead>
<tr>
<th>Maintain Financial Records</th>
<th>TAFE</th>
<th>Concession</th>
<th>International*</th>
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<tbody>
<tr>
<td>Tuition</td>
<td>207.00</td>
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<tr>
<td>Texts (inc GST) **</td>
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* Note – No refund of fees available for international students
** Note – materials fees subject to change

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