

2009 COURSES DATES

○ MYOB | ○ PAYROLL | ○ 2007

Advanced *Distance* MYOB v17

ADDRESSING THE NEEDS OF INDIVIDUALS
AND PLANTING THE SEEDS FOR A SECURE
FUTURE.

MYOB Courses at every level to further your career and business.

Helping you develop your skills in MYOB

MYOB is the industry standard business accounting package. It is a powerful fully integrated windows accounting program with strong financial management features. On completion of this course you will have a sound understanding of MYOB advanced features and be competent in it's use.

ITC Australia is one of the largest providers of MYOB courses, running regular courses in our training rooms and having serviced numerous very satisfied e – learning students.

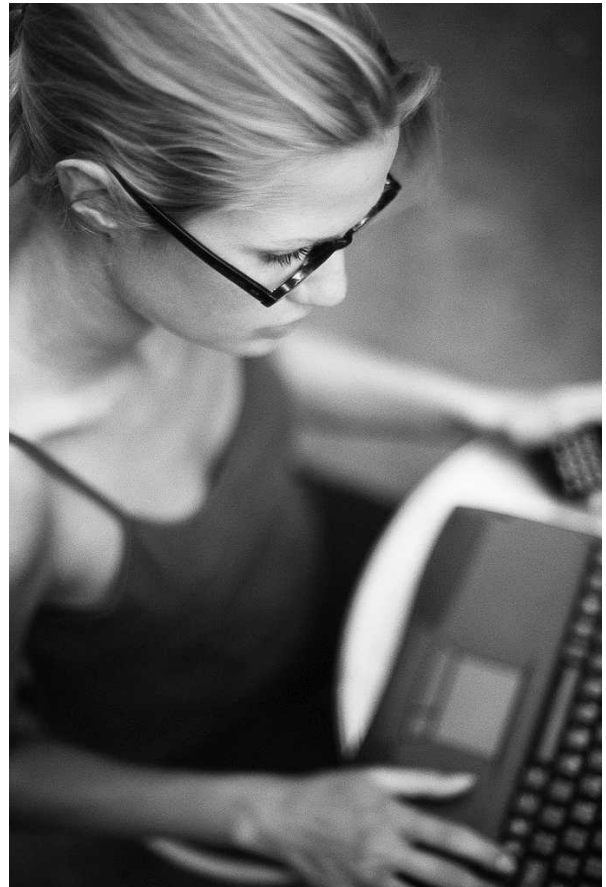
E-Learning / Distance Learning Option

Can't get to classes? Can't wait for the next course to begin? Want to learn at your own pace or travel while learning? All you need is access to a computer and email!

You'll be contacted by your MYOB tutor, who will help you via email to work your way through the course. On completion of the First Module Assessment Task you email it to your tutor.

On receiving a 'successful' grade, directions for the next module is emailed to you. This process continues through the program

Price \$395



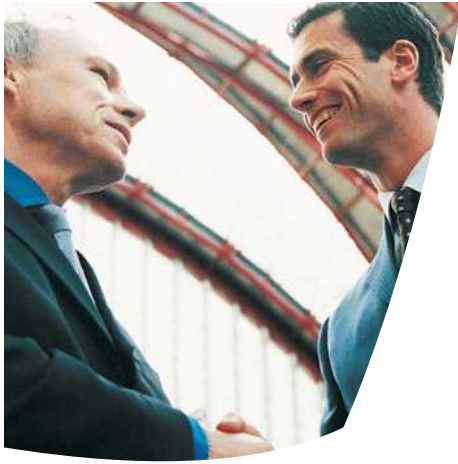
Accountants send their staff to us for training!

Upon enrolling as a distance learning student, you will receive the ITC Australia MYOB Distance Learning Pack which includes:

Step by Step MYOB Advanced Training Manual (packed with screen prints!)

MYOB Test Drive Pack CD with Accounting Plus v 17; Premier, and other packages





Getting the most from our courses

We give each student the a Watsonia text book—the industry standard in for learning MYOB. Also, each student receives a copy of the Student Version of the MYOB Program to practice at home or business.

Areas covered

Customising MYOB	Job Tracking
File Management	MYOB and Word Processing
Security in MYOB	MYOB and Spreadsheets
Data Mining in MYOB	End of Month
Petty Cash	End of Year
Credit Cards	Customising Forms
Point of Sales	GST
Fixed Assets	BAS

Pre-Requisites:

Basic book-keeping and accounting knowledge is necessary. You do also need a working knowledge of main computer keyboard functions, mouse, working with Windows, moving around files. Computer Skills courses are available from ITC Australia if

Private Tuition Available.

Individual Tutoring. 3 hours minimum @ \$95 per hour at the College. Additional \$50 at your home / office (check for areas)

Private Tuition is only available in Sydney.

**SMARTER
STUDY:**
Theory &
Practice



For more
information
call us now on
1800 246057



ITC Australia

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