

## **Certified Computerized Bookkeeping Course using MYOB**

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The course is a comprehensive range of fully integrated bookkeeping and accounting systems with MYOB application.

**Pre-requisite:** Knowledge in Windows

### **Target Audience:**

This course is targeted at people who have interest in automating their accounting processes using MYOB.

They work as:

- Bookkeepers
- Accountants

In:

- Accounting Firms
- The Accounting Department of a company

### **General Outline:**

- Introduction to Accounting
- Business Organizations
- Business Transactions
- The Accounting Equation
- The Double-Entry Accounting System
- The Accounting Cycle
- Journalizing
- Posting to the General Ledger
- Preparing the Trial Balance
- MYOB Background
- Installing and Activating the Program
- The Navigation Tools
- Creating New Company File
- Setting-up Own Company File
- Setting-up Additional Preferences for Accounting Purposes
- Per Module Features
- Setting-up Preferences
- Customization of Various Forms

### **No. of Hours:**

**For Accountants - 21 Hours**

**For Non-Accountants – 33 Hours**