



Mount Isa Institute of TAFE

Fact Sheet

Short Course – Bookkeeping (Manual and MYOB)

What career options do I have?

Graduates from this qualification would expect to gain employment in the office area in positions such as a Bookkeeper, Accounts Clerk, Payroll Clerk and Assistant Financial Administrator.

What will I learn?

Use the features of an integrated accounting package to record cash and credit transactions, track debtors and creditors and produce financial reports. Advanced levels are optional.

What qualification will I receive?

A Result of Assessment will be awarded on completion of each course.

Where will I train?

Mount Isa, Cloncurry, Lower Gulf Campus or Remote.

How long will the training take?

Duration will depend on study mode and courses selected.

How will the training take place?

Part-time – flexible, self paced classes held of an evening. Alternatively you may choose to complete the course remotely with telephone tutorial assistance.

What assessment methods will be used?

Written / Theoretical / Practical

Assessment methods generally vary according to skills content of competency. May include: short answer responses, observations, demonstrations, projects, discussions, group participation etc.

Is there anything I need to bring?

A notebook and pen would be beneficial.

Am I eligible?

Prior to enrolment consider contacting the Client Information Centre to discuss your personal preferences for training outcomes. Your call will assist in matching your preferences to entry and exit points in a qualification. Consideration will be given to your academic and/or work histories.

Students with the knowledge to operate a personal computer will proceed through course more easily. Courses are available to help develop those skills.

Is what I already know taken into account?

Yes. Your history of study, skills and experience does matter. Consideration is given to your life and work experiences as well as formal and informal training. This may be applied using the national standard for Mutual Recognition or through Recognition of Prior learning (RPL). Documentary evidence will be requested.

When can I start?/How do I apply?

Contact the Client Information Centre for the latest course commencement dates and enrolment details.

Can I go onto further training?

You may gain recognition of your studies towards other programs.

What else might I find useful?

Financial assistance with fees may be available through concessions, or via 'Time to Pay' payment plan. This and other information such as Student Support, Study and Library Assistance, Student Responsibilities, is found in the Mount Isa Institute of TAFE Student Guide/ Handbook.

As a student, you are able to receive extra help with your study and learning skills from learning support staff. If you feel you need this type of support at any time during your study please do not hesitate to ask, and arrangements can be made.

Where can I find more information?

Contact our friendly Client Information Centre staff on 4744 9999.

What is the program structure?

The required units below have been selected from BSB30201 – Certificate III in Business Administration.

Manual Bookkeeping

BSBCMN207A	Process and maintain financial/business documents
BSBADM309A	Process Accounts payable and receivable
BSBADM310A	Maintain a general ledger
BSBADM308A	Process payroll

MYOB

BSBCMN308A	Maintain financial records
BSBADM308A	Process payroll

Combined Manual and MYOB

BSBCMN207A	Process and maintain financial/business documents
BSBADM309A	Process Accounts payable and receivable
BSBADM310A & BSBCMN308A	Maintain a general ledger & Maintain financial records
BSBADM308A	Process payroll

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