

Other courses on offer

Cire Training in partnership with local educational providers and training professionals offer courses specifically designed for people in the community to gain skills for work and life. These include:

Computers

- Computers for Absolute Beginners
- Computers for the Workplace

MYOB and Bookkeeping

- Bookkeeping
- Basic MYOB
- Advanced MYOB

Finance

- Smart Money
- Small Business Mentoring Program

Get in touch

For more information:

- > Visit us: 211 Main st, Lilydale
Monday - Friday
9.00am - 5.00pm
(excluding public holidays)
- > Call 1300 835 235
- > Visit www.cire.org.au



20EMPSMALLBU

Small Business Basic MYOB

SHORT COURSE (8 sessions)
Online via Zoom



Need to learn MYOB to manage the accounts? Get started here.



NOW
TAKING
ENROLMENTS

Cire
training & hubs

Course Locations



Cire Services

211 Main Street,
Lilydale



Cire Services is a not for profit organisation. We are committed to investing our profits in improving service deliveries, facilities and staff development.

Cire Services Incorporated TOID 4150 - ABN 51 933 700 538

20EMPSMALLBU SMALL BUSINESS BASIC MYOB

SHORT COURSE

ACFE Subsidised course

(eligibility conditions apply)



**COURSE COMMENCING
WEDNESDAY 5TH FEBRUARY**

Code

20EMPSMALLBU Small Business Basic MYOB
Pre-accredited ACFE Funded Short Course

Course overview

From business start ups to people looking to enhance their MYOB knowledge, this course will help you gain the skills to succeed.

Focusing on up-skilling participants with basic skills in order to apply the many benefits the MYOB suite has to offer.

Cost

Total fees (ACFE Funded) \$210.00

Total fees (ACFE Funded + Concession) \$120.00

How do I apply?

There are three convenient ways to enquire about our courses:

- > Register your interest at www.cire.org.au.
- > Call 1300 835 235.
- > Visit us at one of our campuses.

Term 1 schedule	
Online	Time
Monday and Wednesday Commencing 1st June (8 sessions)	6.30pm - 9.00pm

Please turn over to see campus location.

Course topics

This course will cover the following:

- > Starting with AccountRight
- > Creating a new company file
- > Chart of accounts
- > Opening balances
- > Historical balances
- > The card file
- > Setting up inventory
- > Purchasing
- > Paying for purchases
- > Selling
- > Invoicing techniques
- > Receivables
- > Working with inventory
- > Cheques
- > Reconciliation
- > Working with reports
- > AccountRight and the GST
- > Business activity statements

On completion of this course you will have a basic understanding of MYOB accounting software.

Who should attend Cire Business Courses?

- > People who are starting up a small business.
- > People who are looking to further their knowledge with MYOB accounting software.
- > People who would like to further their career.
- > People who have a business and would like to connect with others in order to create networks.
- > People who are looking at up-skilling their existing accounting skills
- > Small business owners with staff that require MYOB accounting skills