

MYOB

Courses

To register for this course

Contact: Beeken Pty Ltd

Phone: 1300 738 900

Fax : 02 4982 9842

Email: admin@beeken.com.au

Post: PO Box 176 Medowie NSW 2318

2 Day Course

- Maintain Financial Records
- Process Accounts Payable & Receivable
- Maintain a general ledger

One Day Course

- Process payroll

Course fee

2 Day Course \$395.00

1 Day Course \$250.00

Discount for all 3 Days
\$595.00

Beeken is now offering MYOB skill sets in your local area! These courses are delivered with a practical hands-on approach with a professional trainer and assessor. This course is ideal for those who own and operate a small business or who would like to move into a position where MYOB is used. On successful completion of the course participants will receive a statement of attainment for the following units of competency:

BSBFIA301A – Maintain Financial Records

BSBFIA302A – Process payroll

BSBFIA303A – Process Accounts Payable & Receivable

BSBFIA304A – Maintain a general ledger

Course fee includes:

Student manuals and a student MYOB V18 Disk enabling you to complete the course. Plus Morning and afternoon tea each day of the course.

Register Today as Classes are limited to 6 only
The small numbers in our classes ensure maximum benefits to our students

For more information please call
Our national head office on 1300 738 900

Registration Form – MYOB Skill Set Course

FAX FORM to 02 4982 9842

Participants Details			
Surname:		First Name:	
Address:			
		State:	Postcode:
Best Contact Number:			
Email Address:			
Course I am Registering for:		Location:	Date:
Payment Details:			
Enclosed: <input type="checkbox"/> Cheque Please make cheque payable to Beeken Pty Ltd		<input type="checkbox"/> Internet transfer: Please attach a copy of the lodgement receipt with registration form Account Name: Beeken Pty Ltd Account Details: BSB 014295 Account 495513923	
Please Debit My:		<input type="checkbox"/> Mastercard	<input type="checkbox"/> Visa For: \$
Card Number:			
Card Holder Name:			
Card Holder Signature:			Expiry Date:
Please receipt (please complete if different to the name on this registration form)			