



College of
Electrical
Training

Accounting for Contractors & Small Businesses Using MYOB



College of Electrical Training (CET)

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Connect Your Mind

Course Overview

This course is designed to provide the contractor / small business person with the skills to use the necessary components of the popular MYOB accounting software to complete the full bookkeeping function for his / her business: Use the reports available to better manage the business whilst meeting all requirements of the Australian Taxation Office (ATO) for both GST and income tax reporting.

Learning Objectives

This course provides the participant with the knowledge and skills to:

- Understand accounting concepts and practices
- Use MYOB V.16 modules necessary for an electrical business
- Set up a data file for a business
- Customise and prepare sales invoices for customers
- Record all transactions for GST purposes
- Handle accounting for GST for personal use, assets, home office expenses, etc
- Learn to use reports to better manage the business
- Complete Business Activity Statements (BAS) ready for lodgement

Course Requirements

- Basic keyboard skills
- Ability to use a mouse
- Familiarity with Windows application

Course Duration

After hours 3 nights 5:30pm - 8:30pm

Course Delivery

The training is hands-on with all equipment provided. It is a self-paced program with allowances made for even the basic computer operator. An experienced software instructor delivers the program in the College's modern 'state of the art' computer training facilities.

How to Enrol

Complete the attached course registration form and return the document to the College of Electrical Training together with your payment of course fees.

Course Fees

Subsidised course fees **may** be available to persons currently working in the building and construction industry or unemployed persons who have worked in that trade in the previous 6 months.

Please refer to the course registration form overleaf or current subsidised and non-subsidised course fees.

To be eligible for subsidised course fees students must sign the 'Fee Subsidy Declaration' on the course registration form.

The fee subsidy does not apply to persons working in the security and mining industries and Government employees.

Both the Work History Form and a Credit Card Authority Form for payment can be downloaded from our website.

Course Material

TMSTP18 – Setting up MYOB (current version)

TMDDP18 – MYOB Day-to-day processes (current version)

(Payment of \$80.00 for course materials to be made to The College of Electrical Training)

Cancellation Policy

8 days or more prior to course commencement 100% fee refund

2 to 7 days prior to course commencement 90% fee refund

1 day or less prior to course commencement Nil fee refund

Skills Recognition

Our skills recognition process benefits students who have achieved prior training skills or knowledge and applies to Skills Recognition, Recognition of Prior Learning (RPL), Credit Transfer, Advanced Study or Exemption.

If you believe you are entitled to any of the above-mentioned we encourage you to fill out the Application Form for Skills Recognition, which is available from our administration team. Your application will be assessed on an individual basis.

The College of Electrical Training (CET) is the major private training provider for the Western Australian electrical and telecommunications industries.

Excellence in customer service is our priority and you will find that in comparison with other colleges the CET is outstanding. We offer modern 'state of the art' facilities and quality training by industry for industry.

Should you have any queries please do not hesitate to contact:

Balcatta Campus

Phone: (08) 9240 7700 Email: admin4@cet.asn.au

Jandakot Campus

Phone: (08) 9417 8166 Email: admin14@cet.asn.au

Registration Form

GST Accounting for Contractors &

Small Businesses Using MYOB

Balcatta Campus Jandakot Campus
Where did you find out about the CET?

Surname _____

First Name _____

Date of Birth ____/____/____

Private Address _____

Suburb _____ Postcode _____

Telephone _____

Mobile _____

E-mail _____

Facsimile _____

Company _____

Company Address _____

Company Ph No. _____

Course Date _____

Course Fees—Fees are subject to change

Please find enclosed my cheque / money order / credit card authority / company purchase order payable to the CET for (please tick):

- Non Subsidised Fee \$240.00
 Subsidised Fee \$72.00

Paid by (if other than student, please provide name and address details)

In order to guarantee your booking for any course your payment and registration must be completed. Under no circumstances will registration without payment entitle you to a position.

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Fee Subsidy Declaration

I _____
(full name)

(please tick)

- Am currently working in the building & construction industry
 Am currently unemployed and have worked in the building & construction industry in the past 3 months

Please note: If the BCITF declines this subsidy application you will be required to pay the full (non subsidised) fee immediately - persons working in the mining industry, for the government or the armed service are not eligible for the subsidy.

Name of Employer

(required to claim the fee subsidy)

(Signature)

(Date)

NOTE: The BCITF subsidy reduces the student fee by up to 80%.



The Supplementary Skills Program is subsidised by the Building and Construction Industry Training Board and we would like to acknowledge the Board's continued support of skills development in the building and construction industry.

Please forward this form with your payment to:
See address details on front page

