

QUICKBOOKS

“Whole Picture”

Beginners to Intermediate Levels

CORRESPONDENCE COURSE

“For all your Financial Training Needs”



Beancounter Australia

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Chamber of
Commerce
NORTHERN TERRITORY

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Beancounter Australia

MYOB

Certified Consultant

QUICKBOOKS - Beginners to Intermediate Introduction - Whole Picture

Duration: 4-6 Months **Correspondence**

Course Description:

This course will give you an appreciation and understanding of the Quickbooks accounting program with emphasis on accommodating GST and tax reforms within an Accounting environment.

All course workbooks will be supplied along with Quickbooks Data File and also a Trial Version of Quickbooks Accounting program.

Pre-Requisites:

Familiarity with computer functions and basic keyboard skills, access to a computer and Internet connection

Learning Outcomes:

- ◆ Introduction & Tax / GST Checklists
- ◆ The Chart of Accounts
- ◆ Cash Payments
- ◆ Reconciling Accounts
- ◆ Customer Payments & Refunds
- ◆ Reports
- ◆ Business Activity Statement
- ◆ Using Help Files
- ◆ Creating a new Data File
- ◆ Tax Codes and Liability Accounts
- ◆ Cash Sales
- ◆ Sales
- ◆ Purchases and Suppliers
- ◆ Payroll
- ◆ Stock Items

Investment: is **\$1095** including GST

A Certificate of Completion is awarded to participants who complete all modules successfully.

Support and assistance with this course will be supplied by our Qualified Accredited Trainers via email and will generally be responded to within 24-48 hours, Public Holidays excluded.

Please contact our office if you require more specific information about this course or simply complete the attached enrolment form to begin your studies and career path.

Darwin: Unit 5, 16 Charlton Court Woolner NT 0821 Tel: 61 8 8981 9050

Sydney: Level 2, 181-183 Forest Road Hurstville NSW 2220 Tel: 61 2 9579 3600

INVITATION TO REGISTER QUICKBOOKS - Whole Picture Beginners to Intermediate
CORRESPONDENCE

Name: Mr/Mrs/Ms/Miss _____
Surname Given Names

Home Address: _____
STATE CODE

Home Phone: _____ Mobile: _____

Email: _____

Business Name: _____

Postal Address: _____

Position Held: _____

Office Phone: _____ Fax: _____

ABN Number: _____

Course Payment Details Course Investment is \$1095 including GST

CHEQUE PAYMENTS PLEASE SEND TO:

THOMPSONS AUSTRALIA

PO Box 272

Hurstville NSW BC 1481

PLEASE DIRECT DEPOSIT TO:

Thompsons Australia

BSB: 112 879

Account: 057754612

CREDIT CARD PAYMENTS PLEASE COMPLETE BELOW:

Exact Name On Card: _____

Card Number: _____

Card Type: _____ **Expiry Date:** _____

CVC Number on reverse of Card—3 digits _____

Signature: _____

COURSE TERMS AND CONDITIONS

Should the course be cancelled by Beancounter Australia the total will be refunded.

Should the student decide to cancel full fees will be payable to Beancounter Australia. The Course must be completed within 12 months.

No refund or extension of time are available after course materials have been issued.

No Accreditation Certificates will be issued or Assessments marking processed, if the full course fee payment has not been received and cleared or as otherwise agreed in writing.

PLEASE complete the student profile sheet on the reverse and submit along with your enrolment form. This form will allow our Qualified Accredited Trainers to assist you in your studies.

I have read and I understand the above terms and conditions.

I wish to be booked into the above course.

Signature _____

Date _____

STUDENT PROFILE—PLEASE COMPLETE AND POST WITH YOUR ENROLMENT FORM
QUICKBOOKS - Whole Picture - Correspondence

Do you have any Computer Experience? YES / NO _____

Please list software you can use

Do you have any Accounting / Bookkeeping knowledge? YES / NO _____

Please state what experience you have had (please provide as much detail as possible)

How did you hear about Beancounter Australia?

NT News / PDC / Yellow Pages / Friend/ Chamber of Commerce NT/ Palmerston Regional Business Association/ API Lifestyle/ ICB website/Yellow Pages Online/ Other – please specify _____

Have you received any “Accreditation” Certificates from other courses completed? If so, please list them including Accreditation Number and Course Name.

Is there anything else that you would like to tell us that will assist us with your training studies?

OFFICE USE ONLY:

Student Number Issued: _____ Invoice Number Issued: _____

Date Enrolment Received: _____

Enrolment Processed By: _____ Information Pack 1 Sent: _____