

MYOB Version 12 Starting A New Company

General Description	This courseware aims to provide the skills and knowledge required to effectively set up MYOB Version 12 for a small business.
Learning Outcomes	At the completion of this courseware participants will be able to: <ul style="list-style-type: none">• start, navigate around, and exit from MYOB• use MYOB's help system to obtain assistance• create a new company file in MYOB• modify a chart of accounts to suit specific business needs• enter account opening balances into a new company file• enter historical balances for customers and suppliers• enter customer and supplier details into MYOB's card file• setup inventory for a new company file.
Target Audience	This course is intended for people who wish to learn how to set up a small business operation using MYOB.
Prerequisites	This course is designed for participants with little or no knowledge of MYOB. A basic knowledge of how personal computers work and file management would be desirable.
Pages	8 chapters, 148 pages, and 19,858 words!
Approx* Duration	32 exercises. Anticipated duration* of 5.3 hours. Course files can be downloaded from our web site at www.watsoniapublishing.com .
Methodology	A hands-on approach is taken during this course. The exercises are designed to impart relevant skills and knowledge by having participants work through real-life examples and scenarios.
Companion Publications	Watsonia Publishing produce a wide range of other training related publications and products. Please visit our web site at www.watsoniapublishing.com for more details.

** Approximate duration should be used as a guide only. Actual duration will vary depending upon the skills, knowledge, and aptitude of the participants. This information sheet was produced on Wednesday, December 17, 2003 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice*



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Your supplier is:

Product Information