

CDU Short Courses in Katherine: July – December 2010

August						
M	T	W	T	F	S	S
30	31					1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

September						
M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October						
M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

CDU: Introduction to MYOB ^ 9th & 10th August - \$650

This course aims to show the student how to use MYOB accounting software for performing most of the common accounting operations associated with running a small business, including sales, purchasing, inventory control, GST and BAS accounting.

Course Content

Introduction to MYOB

- Module Overview
- Accounting Basics
- Accounting Elements
- Double Entry Bookkeeping Rules

Accounts Module

- Create a new Company File
- Create Chart of Accounts
- Customise Accounts list
- Linked Accounts
- GST (Tax) Codes
- Opening Balances

Card File Module

- Create Customer Cards
- Create Supplier Cards
- Create Employee Cards
- Check Preference

Banking Module

- Spend Money
- Receive Money
- Prepare Bank Deposits
- Reconcile Accounts

Sales Module

- Enter Sales
- Receive Payments
- Print/Email invoices
- Print/Email Statements

Purchases Module

- Enter Purchases
- Pay Bills
- Print Cheques
- Print/Email Remittance Advices

Payroll Module

- Payroll Set-up
- Customise payroll categories
- Enter Timesheets
- Process Payroll
- Payroll Reports including PAYG and Super

Inclusions

- Backing up your Company File
- Restoring your Company File
- BASlink
- Utilise Job Costings

CDU: Administrative & Organisational Skills^ 15th & 16th September - \$650

This program provides an overview of Administration & Organisational Skills required to demonstrate efficiency and commitment in a range of working environments. A variety of practical activities including exercises, case studies & discussions will enable participants to practice the techniques introduced during the workshop.

Course Content

- Communication Skills
- Interpersonal Skills
- Personal Characteristics
- Motivation
- Self Management Strategies
- Customer Service
- Clerical & Office Skills
- Working With Information
- Managing Results
- Using Outlook

Course Outcomes

- Demonstrate effective communication skills
- Describe the roles & responsibilities of positions requiring administration and organisational skills
- Identify personal characteristics and values
- Demonstrate effective customer service skills
- Analyse methods to prioritise tasks
- Develop self awareness of behaviours and the impact on the workplace
- Demonstrate use of technology available to enhance organisational skills – Outlook Calendar, Tasks

Contact us:

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Enrol online at: www.cdu.edu.au/aimcourses

AIM: Writing Effective Reports and Documentation* 7th & 8th October - \$700

Well crafted reports and documents are key forms of communication in organisations. Participants will learn how the effectiveness of reports can be greatly enhanced if the writing, editing and presentation of their work is planned purposefully.

Course Content

- Identify relevant characteristics of the reader, including position, background, language competence, and political and organisational issues
- Plan a report knowing what the reader needs to see or find, how the reader will use the report, and the reader's preference for language, style, structure and length
- Research and analyse information
- Gather and organise information
- Write clearly and logically
- Develop options, a conclusion and recommendations
- Professionally present the report
- Obtain feedback on report findings

Course Outcomes

- The purpose and structure of a report
- Identifying the reader's focus and needs
- Developing a research plan
- Gathering, analysing and classifying information
- Preparing a flow chart and free writing the first draft
- Writing, editing and presenting the report
- Writing for impact
- Quoting and giving references
- Conclusions and recommendations
- The executive summary and introduction

^\$20 Discount applies for:

- Not for profit organisations
- Group enrolments (3 or more/same course)

*10% Discount applies for:

- AIM members
- Not for profit organisations
- Group enrolments (3 or more/same course)