

**Evening
Course**



Become a bookkeeper in a business or in your own practice.

Learn to develop your bookkeeping, financial report preparation and generic business skills.

Complete all bookkeeping requirements and BAS information for employers and clients.

This qualification is recognised as meeting the future requirements for bookkeepers providing BAS services as a professional contract bookkeeper, either working under the direction of a tax agent or public accountant, for a bookkeeping business or franchise, or as a BAS service provider.



Ask us about becoming a member of the Institute of Certified Bookkeepers

BOOKKEEPING ESSENTIALS

Understanding payroll, legislation and bookkeeping procedures

5-8pm Tuesdays

Starts Tuesday 22 July

Learn in a supportive classroom environment and gain accredited units towards the

Certificate IV in Bookkeeping

The following units will be delivered in the course:

- Participate in OHS processes
- Establish and maintain a payroll system
- Develop and implement policies and procedure relevant to bookkeeping activities
- Apply principles of professional practice to work in the financial services industry

STUDY ONLINE OR IN CLASS!

To register for this course phone 9892 8795



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