



Introduction to Xero

Learn how to use this popular accounting package

Acquire practical skills and knowledge to effectively navigate Xero's features, covering basic bookkeeping tasks to advanced financial management. Master the essentials, equip yourself with tools to streamline your accounting processes, and empower yourself to make informed financial decisions.

Our highly qualified trainer will provide you with a good working knowledge of the Xero accounting program to assist you to manage your accounts for small business.

This training will be conducted online via Zoom.

It is recommended you have the Xero program on your device. If you do not have access to this, our trainer will show you how to use a demo version during your first lesson.

Pre-requisites:

**Basic digital literacy skills*

**Understanding of basic bookkeeping - check out our Introduction to Bookkeeping course if you require this training. You can complete both courses together!*

This course is a part of the pathway to accredited courses:

- FNS10120 - Certificate I in Basic Financial Literacy
- FNS30322 - Certificate III in Accounts Administration

Dates

Tuesday 6:30pm - 8:30pm
23rd April - 11th June (8 weeks)

Cost

\$65 (\$35 Concession)

Location

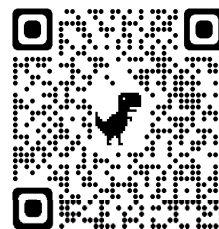
Online via Zoom

How to enrol

Phone: (03) 9876 4381

Email: enrol@parkorchards.org.au

www.parkorchards.org.au



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work and life

Park Orchards
Community House & Learning Centre

