

Certificate in Business Bookkeeping

Become a qualified Bookkeeper in 10 weeks with Career Academy's online Certificate in Business Bookkeeping! Learn essential skills, including GST, payroll, and financial reporting, plus master Xero and MYOB software. No experience necessary. Enroll now!



 **COURSE DURATION: 6 months Access | ~ 140 hours**

What you will learn?



1. Accounting and Bookkeeping Fundamentals
2. General Journal
3. General Ledger and the Trial Balance
4. Depreciation
5. Adjusting Entries
6. Financial Statements
7. Understanding GST
8. Fundamentals of Payroll
9. Accounting with MYOB Business Essentials
10. Accounting with Xero
11. Budgeting, Forecasting and Cashflow Management
12. Using Microsoft Excel

Potential Job Outcomes

- Accounts Clerk
- MYOB Bookkeeper
- Business Consultant (Xero)
- Ledger Clerk
- Accounts Officer using MYOB
- Payroll Clerk
- Payroll Officer (MYOB)
- Billing Clerk
- Small Business Owner using MYOB
- Financial Administrative Assistant

Career Benefits

- Work from home as a qualified Bookkeeper
- Become a qualified Bookkeeper in just ten weeks
- Start your own bookkeeping business & earn up to \$50 per hour
- FREE student membership at the International Association of Bookkeepers (IAB)
- FREE 12-month full membership with IAB on completion.
- Six months free access to MYOB & Gain access to the Official Xero Advisor Certification.

Excellent  9000+ reviews on  Trustpilot

“ The team are transparent and coordinate with you the whole way! The course is easily laid out and instructions are easy to follow. Online learning has suited me, giving me a balance of work and study life. Career Academy is my number #1 choice. Currently doing my second course with them.

- Mietta Mattox ”