

Start Your Own Business with Xero

Start your bookkeeping business! Our course covers planning, profit, GST, budgeting, and analysis. Get one-on-one mentoring. Enrol now and thrive!



 **COURSE DURATION: 6 Months Access | ~ 80 hours**

Start Your Own Business with Xero Curriculum

1. Start Your Own Business
2. Certificate in Xero

What you will learn?

1. Start Your Own Business

- Starting Up
- Business Types and Structures
- Preparing your Business Plan
- Marketing and Social Media
- What is Accounting?
- Transactions and Definitions
- Accounts and Definitions
- Accounts and Financial Statements
- Accounting for Transactions
- Planning for Profit
- Introduction to GST

2. Certificate in Xero

- Introduction to Xero Online
- Xero Chart of Accounts
- Managing Contacts with Xero
- Xero Sales, Invoices, Quotes & Inventory
- Xero Purchases & Bills
- Reconciliation and Managing Accounts in Xero
- Introduction to Xero Reporting
- Introduction to Xero Add-ons
- Certificate in Xero Assessment

- Prepare a business plan and plan for success.
- Learn how to use Xero to organise your business finances.
- Launching your business prepared elevates your chance for success.
- Start with a well-prepared business plan.
- Gain the advantage of Xero software knowledge & skills.
- Collect valuable skills to start and grow your business.
- Study at your own pace – earn while you learn.

Potential Job Outcomes

- Small Business Owner
- Bookkeeper
- Xero Consultant
- Accounts Assistant
- Payroll Officer
- Financial Administrator
- Business Advisor
- Office Manager (Finance)
- Tax Assistant
- Freelance Bookkeeper

83% of our graduates say their qualification improved their ability to get a new job or promotion.



“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



We'll help you get a new job or promotion!

Boost your career with our **Career Success Bundle*** designed for job seekers, career changers, and those seeking promotions.

- **Career Coaching:** Get one-on-one support to create a plan that fits your strengths and goals.
- **LinkedIn Profile Optimisation:** Get support to make your LinkedIn profile stand out and attract jobs.
- **Interview Coaching:** Gain confidence with practice and expert tips to sharpen your interview skills.
- **CV Review:** Have your CV professionally reviewed and polished with modern templates.

*available at an additional cost.