

Introduction to Bookkeeping

On balance, this Bookkeeping course is the perfect introduction

Introduction to Bookkeeping

Bookkeeping is all about balancing the companies books. Sorting out the checks and balances; making sure that everything is on an even keel. With this Career Academy online course, you'll learn the fundamentals of bookkeeping; how to balancing the books, invoicing, payments and managing cash flow. And right through the whole course, you'll receive comprehensive support from our expert tutors.

Start Date:	Get instant access within 1 business day.
Course Duration:	Approximately 15 hours.
Access Time:	You'll have 24/7 access to your course material for up to 6 months until you complete.
Delivery and Support:	100% online with unlimited tutor support via phone and email.
Assessments:	Multiple choice, short answer and practical assessments.
Investment:	\$395 + GST or only \$25 per week on an interest free payment plan.



All the Right Choices

- ✔ You'll learn the basics of bookkeeping and gain an introductory certificate.
- ✔ Save money on bookkeeping fees by learning to manage your own business accounts.
- ✔ Get to understand, analyse and interpret a balance sheet and incomes.
- ✔ The Career Academy is an Accredited Training Centre with the International Association of Bookkeepers.
- ✔ Flexible online study; work at your own pace, in your own time.



Course Curriculum

Introduction to Bookkeeping

ABKG204 Business Types and Structures

This course provides an introduction to the main business types and structures, and will include but not be limited to the definition of a business, the various business types, how they are structured and their functions.

ABKG215 What is Accounting?

This course will provide an introduction and basic overview of accounting and how it is used within a business. It will include but not be limited to the definition of accounting, the function of accounting equation and a look at a range of accounts and how they are classified.

ABKG211 Transactions and Definitions

This course will provide an introduction to a range of business transactions and will include but not be limited to the definitions of key words within various transactions, identifying what an invoice is, and the importance of keeping business transaction records.

ABKG104 Accounts and Definitions

This course will take a close look at accounts and their definitions, including but not limited to the expanding accounting equation, definitions for a range of accounts and their classifications, as well as the calculation for Owner's Equity closing balance.

ABKG101 Accounting for Transactions

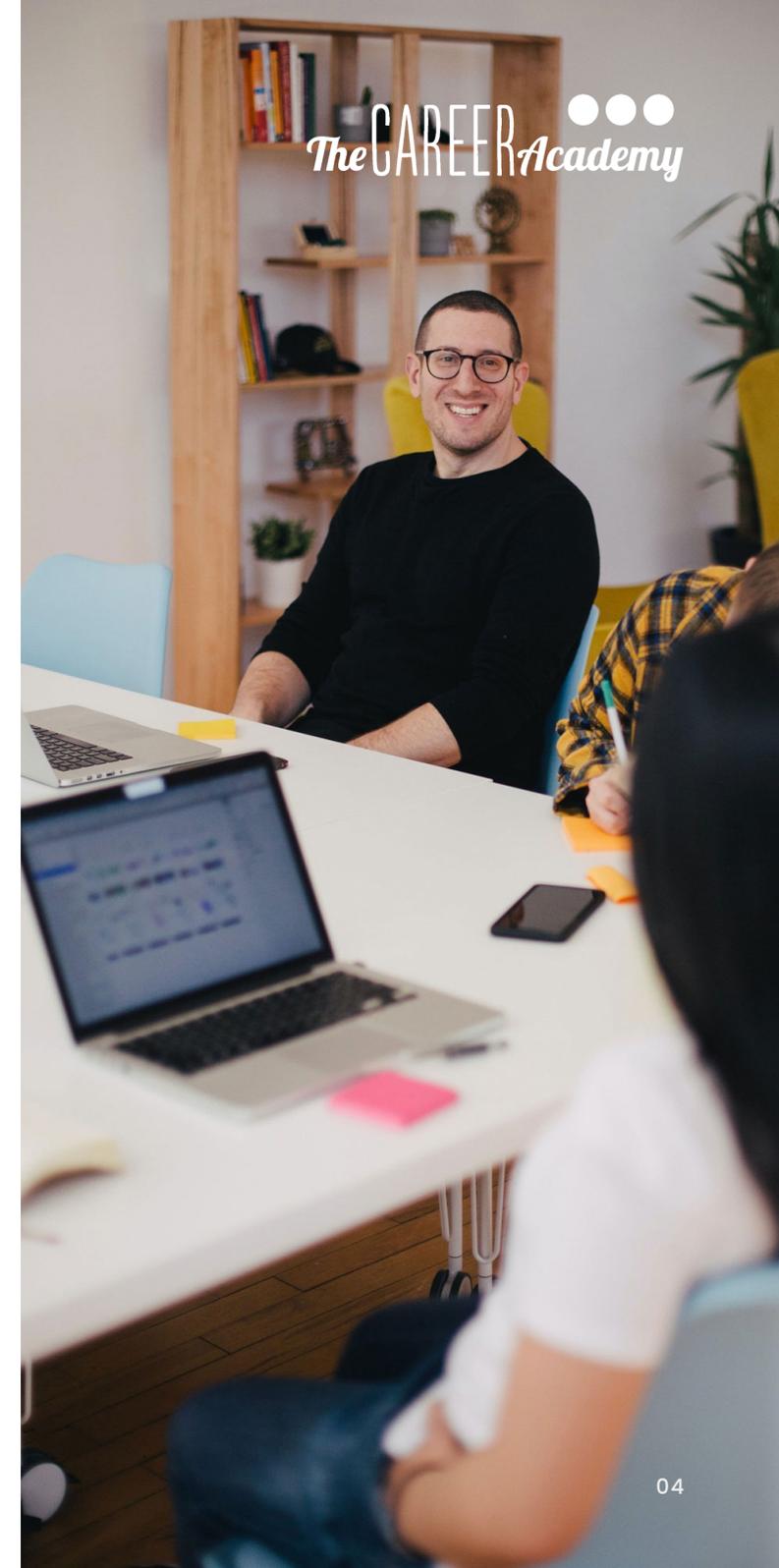
This course will provide an introduction to how different business transactions affect accounts, including but not limited to identifying accounts as debit or credit accounts, recognising if a debit or credit transaction increases or decreases an account, and identifying what accounts make up a Balance Sheet.

ABKG105 Accounts and Financial Statements

This course will provide an introduction to Financial Statements and their importance to a business, and will include but not be limited to identifying what Financial Statements are, the function of the Trial Balance, and the function of the Balance Sheet and Income Statement.

ABKA162 Introduction to GST

This course provides a basic overview of Goods & Services Tax (GST), including but not limited to the meaning of GST, identifying items that GST does not apply to, and identifying the difference between Cash and Non-Cash accounting basis.



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Follow our easy 5-step enrolment process - it only takes a few minutes to get started!



1. Click on 'Get Started Now'



2. Choose your course



3. Proceed to payment



4. Receive login details



5. Start Learning!

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