

AAT Qualified Bookkeeper Pathway

Take the right path to fast track your career

AAT Qualified Bookkeeper Pathway

You're well on the road to success once you have this course under your belt. You'll become a professional AAT Qualified Bookkeeper where you'll learn to balance the books, prepare BAS returns and prepare business accounts, plus then use the prestigious AAT membership to launch your own bookkeeping business or career. There's also an exciting FREE 12-month membership to AAT on completion.

Start Date:	Get instant access within 1 business day.
Course Duration:	Approximately 140 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:	\$1,250 + GST or only \$25 per week on an interest free payment plan.



All the Right Choices

- ✔ Become an AAT Qualified Bookkeeper with exclusive access to online resources – including industry leading e-learning modules and webinars.
- ✔ AAT is the world's leading professional body for accounting technicians, with over 140,000 members.
- ✔ Gain access to the CCH Wheelers eLibrary with over 50 textbooks, including the Master Bookkeepers Guide.
- ✔ Flexible online study – work at your own pace in your own time and receive unlimited one-on-one tutor support.
- ✔ The Career Academy is an Official MYOB and Xero Education Partner – get up to six months access to MYOB included with your course, plus gain the Official Xero Advisor Certification.
- ✔ Add the letters AATQB (AAT Qualified Bookkeeper) after your name once you're a member.



Course Curriculum

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ABKA202 Accounting and Bookkeeping Fundamentals

This course will provide an overview of the accounting equation and the basic principles underlying the double entry system of accounting. It will include but not be limited to the function and purpose of accounting and its key concepts, a look at the principal qualitative characteristics and their effect on financial statements, and the basic and expanded accounting equation and its connection to the double-entry method of accounting.

ABKA152 General Journal

This course will take a close look at the difference between the general journal and the general ledger, the chart of accounts, and fundamental rules in respect of when to debit or credit an account. It will include but not be limited to the definition and purpose of general journals, account categories, and how to prepare journal entries.

ABKA153 General Ledger and the Trial Balance

This course will provide an introduction to the General Ledger and the Trial Balance, and will include but not be limited to the process of posting source journals to the general ledger, how to calculate closing balances of general ledger accounts, as well as the purpose of a trial balance and how to prepare one.

ABKA218 Depreciation

This course will provide an introduction and overview of depreciation and will include but not be limited to the purpose of depreciation, how to calculate depreciation and the different calculation methods, as well as how to prepare journal entries using the straight-line method or the diminishing balance method.

ABKA106 Adjusting Entries

This course will provide an introduction to cash basis and accruals basis accounting concepts, and will include but not be limited to an overview of adjusting entries, a look at the key adjusting entries that need to be made at the end of the financial year, and how to prepare the balance day adjustments for a range of adjusting entries.

ABKA146 Financial Statements

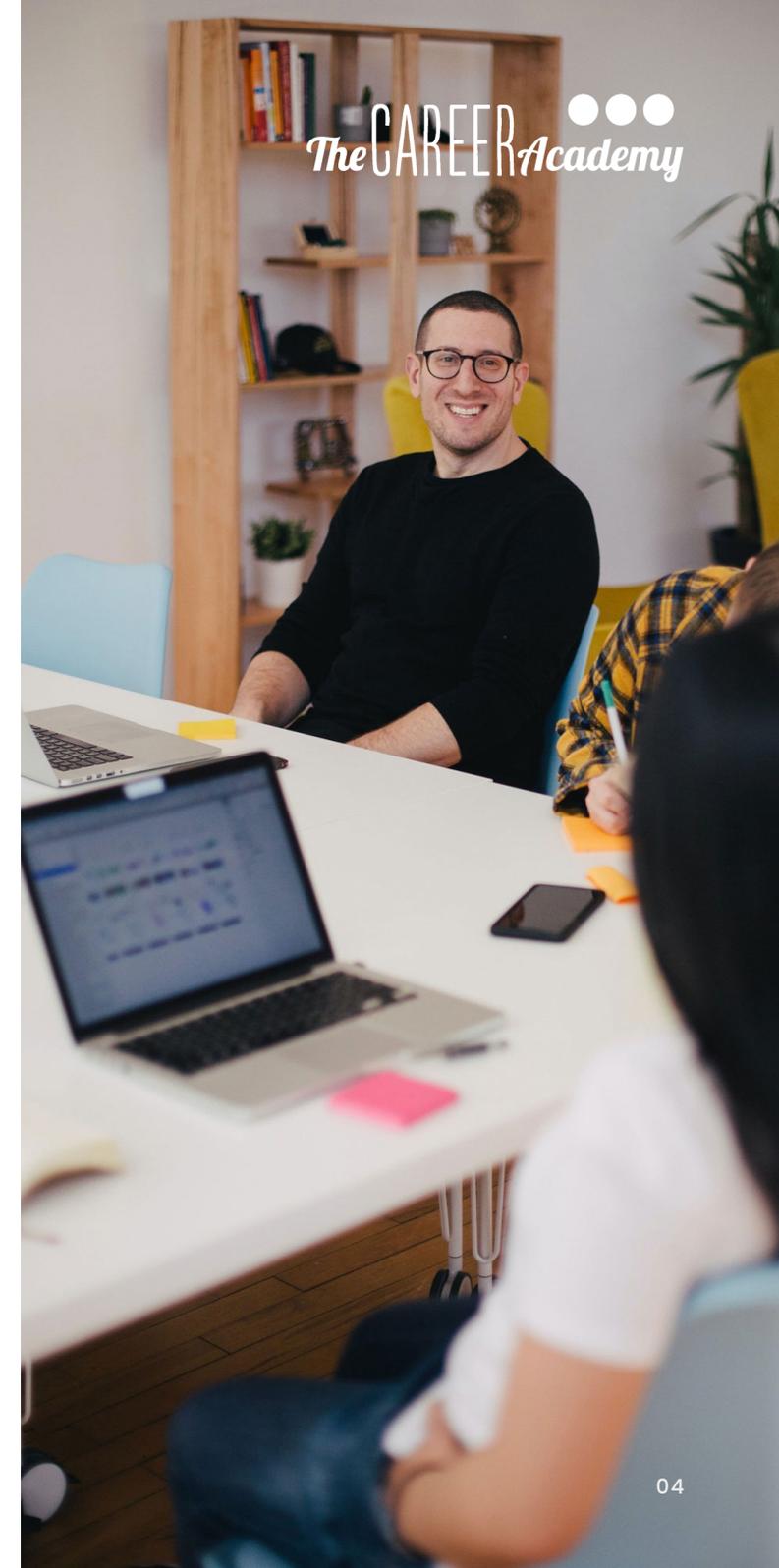
This course will take a close look at the purpose of financial statements, and will include but not be limited to the Profit & Loss Statement and the Balance Sheet and how to prepare these statements, the purpose of inventory and the two common inventory systems, how to prepare journal entries, and how to calculate the year-end stock adjustment.

ABKA133 Understanding GST

This course will provide an introduction to Goods and Services tax (GST) and how this affects small businesses. It will include but not be limited to an overview of GST in Australia, the key terms and basic principles of GST, the obligations a business has once they are registered for GST, how to calculate GST on a product or service as well as how to complete a basic BAS return.

ABKA214 Fundamentals of Payroll

This course will take a look at the fundamentals of payroll and payroll management concepts, and will include but not be limited to employee record information that must be retained, the purpose of checking payroll data and how to reconcile payroll information, the different types of employees and how to determine the PAYG withholding tax that is to be deducted from wages.



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ABKA217 Accounting with MYOB Essentials

This course will provide an overview of the MYOB Essentials accounting software package, including but not limited to banking features, managing contacts and managing invoicing and items within MYOB.

ABKA103 Accounting with Xero

This course will provide an overview of how to use Xero, including but not limited to the benefits of using Xero and cloud computing, Bank Reconciliation & Managing Accounts in Xero, Xero Sales, Invoicing, Quotes & Inventory, plus Purchase & Bills.

ABKA122 Budgeting, Forecasting, and Cashflow Management

This course will take a close look at the preparation of budgets, forecasts and cash flow management, including but not limited to the purpose of a budget and forecast, the importance and advantages of budgeting, how to prepare a budget and how to compare actual results with analyse variances as well as a look at the cash conversion cycle.

CITG125 Bookkeeping using Microsoft Excel

This course will provide an introduction to the fundamentals of Microsoft Excel, including but not limited to the key functions within the software including formulas, functions and data manipulation, how to add content to spreadsheets as well as formatting styles.

ABKA105 Assessment of Competence

Complete the assessment of competence test and become eligible for an AAT Bookkeeping membership (AATQB) as part of the arrangement that The Career Academy has with AAT.



Start Upskilling Today!

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!

Get Started Now

