



Seed
TRAINING GROUP

Bookkeeping Program

ONLINE/ ON-CAMPUS

ABOUT THE COURSE

These courses are 100% real-world case study driven, seeking to familiarise students with some essential functions that occur in a real working environment using the most popular bookkeeping software such as MYOB and Reckon Accounts and Xero.

- Providing skill sets for various accounting roles
- Preparing students with the knowledge and practice to tackle a broad area in bookkeeping
- Learning popular accounting software such as MYOB, Reckon Accounts and Xero for bookkeeping
- 100% real-world case studies
- Step by step manual provided

UNITS

This course includes training in the following areas:

UNITS	MYOB
	Xero
	Reckon Accounts

**Education and Trial version of the softwares will be provided.*

UPON COMPLETION

This course is eligible for CPD hours. Upon successful completion of all the required units of this course, students will receive a certificate of completion.

CAREER OPPORTUNITIES

- Bookkeeper
- Account Receivables
- Accounts Payables
- Payroll Officer
- Assistant Accountant

PRICE

\$875 on campus / **\$625** online

DURATION

5 days on campus or up to 12 months online

ASSESSMENTS

- Case studies

ENTRY REQUIREMENT

There are no formal education entry requirements.

EQUIPMENT NEEDED

- PDF reader
 - A computer (Windows recommended) with internet and web browser access
 - Word/text processing, spreadsheet, and presentation software installed (e.g. Microsoft Office)
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RELATED COURSES

- Individual Taxation
 - Business Taxation
 - General Accountant Program
 - Tax Accountant Program
 - Internship Placement
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FINANCE OPTIONS

- Fees must be paid within 5 working days of receiving the confirmation of enrolment and invoice for the enrolment fee.
- Seed Training Group may cancel an enrolment or discontinue training if fees are not paid as required.
- Both direct deposit and credit card are accepted.

**Please refer to the Student Information Handbook for further details regarding Fees & Refund Policy and Procedure.*