



**Seed**  
TRAINING GROUP

# General Accountant Program

ON-CAMPUS

## ABOUT THE COURSE

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This course provides the skill sets for various accounting roles.

- Preparing students with the knowledge and practice to tackle easy-to-difficult individual tax returns and bookkeeping
- Learning popular accounting software such as Reckon Elite Tax for lodging tax returns and MYOB for bookkeeping



## UNITS

This course includes training in the following areas:

UNITS	Bookkeeping
	Individual Taxation
	Microsoft Excel (choosing one from Beginner/Intermediate/Advanced levels)

## 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

- Accounts Receivable Officer
- Accounts Payable Officer

## PRICE

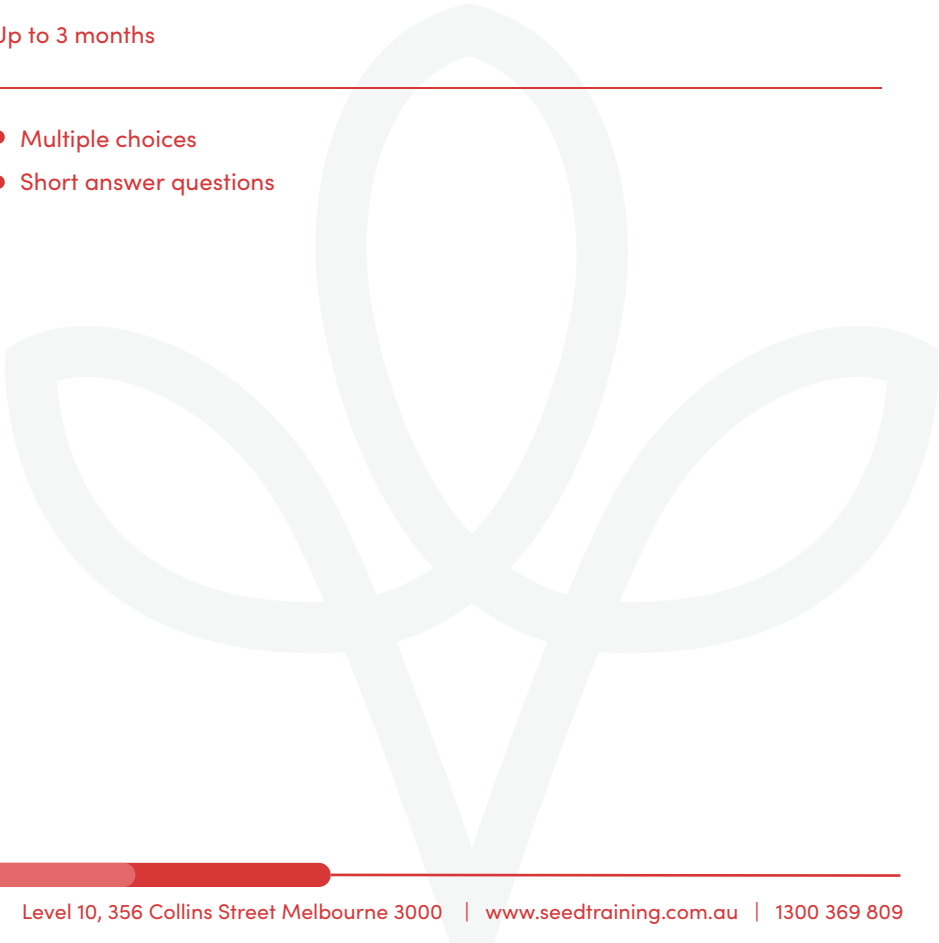
\$1,925

## DURATION

Up to 3 months

## ASSESSMENTS

- Multiple choices
- Short answer questions



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## ENTRY REQUIREMENT

There are no formal education entry requirements.

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## 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

- Business Taxation
  - 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.*