

Kickstart Your Bookkeeping Career

Stay ahead of the competition - acquire valuable in-demand
bookkeeping skills with **The Online Business Academy**



- ✓ Gain in-demand, future-proof skills that employers value
- ✓ Study at your own pace, on your own schedule
- ✓ Learn from industry experts and experienced educators
- ✓ Real-world outcomes that lead to career advancement



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About Us

Welcome To The Online Business Academy

94%

of our graduates reported that their education at The Online Business Academy equipped them with valuable skills that they could apply in their professional careers.

96%

of our graduates say that The Online Business Academy provided them with up-to-date and industry relevant skills.

At The Online Business Academy, we are committed to helping you achieve your career goals through flexible and accessible online learning. With a team of industry leaders and education experts, we offer a world-class learning platform that is student-focused and designed to provide superior support. Our mission is to provide you with the skills and knowledge you need to succeed in your chosen field.

Our courses are carefully curated to ensure they are relevant, up-to-date, and practical, with a strong emphasis on real-world applications. We offer a wide range of courses across various industries, including accounting, bookkeeping, business, graphic design, video editing, digital marketing, web development, and more. All of our courses include assessments such as quizzes, assignments, and exams to measure your progress and provide you with valuable feedback.

We understand that life can be busy, which is why we offer a flexible approach to learning. Our online courses allow you to study when, where, and how you want, with no schedules, classrooms, or due dates to worry about. We also offer a range of support services, including access to a Career Centre, where you can get help with CV preparation, job search strategies, and interview skills.



Advancing Online Education

A New Way To Learn

At The Online Business Academy, we are proud to be pioneers in a new era of education. We have taken a fresh approach to learning, embracing the latest technology and creating a platform that is accessible to everyone, everywhere. Our courses are designed to be engaging and interactive, offering students a unique opportunity to learn at their own pace, in their own time. We believe that education should be an exciting journey, full of discovery and growth. That's why we have created a learning environment that is dynamic, innovative, and designed to inspire.



Why Choose The Online Business Academy

Choose the Online Business Academy for high-quality courses developed by industry experts, a user-friendly learning platform, and superior support to help you achieve your goals.



Industry Leading Courses

We're proud to offer industry-relevant courses designed by experienced professionals to equip graduates with the skills and knowledge needed for success.



Superior Support

We offer superior support to students like you with one-on-one expert tutor guidance and a range of resources to help you succeed in your learning journey.



Real Outcomes

We are committed to providing real outcomes by equipping students just like you with skills, knowledge and confidence to succeed in the workforce.



Advanced Xero Bundle

Unlock the full power of Xero and become confident in managing business finances. This all-in-one bundle includes the Certificate in Xero, and the Advanced Certificate in Xero, giving you expert-level skills in cloud accounting, reporting, payroll, and tax management.

This bundle is perfect for business owners, bookkeepers, accountants, or anyone looking to master Xero and boost their professional credentials. Enrol today and elevate your accounting skills.



Enrol Now



Learn More

Course Investment

\$499

Course Duration

40 Hours



Course Outcomes

- Gain proficiency in using Xero accounting software to manage financial data for businesses of various sizes and industries.
- Understand the basics of bookkeeping and accounting principles to ensure accurate and efficient financial reporting.
- Learn how to use Xero payroll to manage employee data, process pay runs, and file payroll taxes.
- Master advanced features of Xero, including inventory management, multi-currency transactions, and automated bank feeds.
- Develop skills in producing financial reports and analysing financial data to make informed business decisions.



Certificate in Xero Accounting

Become a Xero pro and conquer your accounting fears with this comprehensive training course. Learn how to set up accounts, track earnings and expenses, run reports, and create budgets for future success. You'll cover every key feature and walk away ready to manage your finances with confidence.

This course is perfect for small business owners, bookkeepers, office managers, freelancers, and anyone wanting to master Xero. Enrol today and take control of your business finances with ease.



Enrol Now



Learn More

Course Investment

\$299

Course Duration

12 Hours



Course Outcomes

- Learn how to set up a Xero account and navigate its various features.
- Gain proficiency in creating invoices and managing accounts payable and receivable using Xero.
- Understand how to perform bank reconciliations and maintain accurate financial records.
- Develop the ability to generate financial reports and analyze business performance using Xero.
- Learn how to integrate Xero with other business tools and applications for increased efficiency.
- Gain knowledge of the tax and compliance requirements for financial records in your region.



Advanced Certificate in Xero

Take your Xero skills to the next level and master advanced features with ease. Learn to manage complex accounts, analyse financial reports, and unlock the full potential of Xero cloud software to streamline business operations.

This course is perfect for small business owners, bookkeepers, admin staff, or anyone ready to expand their Xero expertise and handle finances with confidence. Enrol today and level up your skills.



Enrol Now



Learn More

Course Investment

\$299

Course Duration

15 Hours



Course Outcomes

- Create complex invoices, quotes, and purchase orders with multiple lines and customized layouts.
- Manage inventory using Xero's inventory system, tracking stock levels and reporting on stock movements.
- Set up and manage fixed assets in Xero, including recording acquisitions and disposals, and calculating depreciation.
- Generate detailed financial reports, including profit and loss statements, balance sheets, and cash flow statements.
- Perform bank reconciliations and understand how to reconcile transactions such as credit card payments, refunds, and transfers.



Accounting & Bookkeeping Courses

Certificate in QuickBooks

Get started with QuickBooks and gain the essential skills to manage company finances confidently. Learn how to track expenses, manage invoices, run reports, and stay on top of business performance using QuickBooks.

This course is perfect for beginners, small business owners, admin staff, or anyone wanting to understand QuickBooks and handle finances more effectively. Enrol today and take control of your business finances.



Enrol Now



Learn More

Course Investment

\$299

Course Duration

10 Hours



Course Outcomes

- Understand the basic features of QuickBooks and how to set up a new company file.
- Learn how to record and manage sales transactions, including creating invoices and receiving payments.
- Gain knowledge on how to record and manage expenses, including entering bills and processing payments.
- Become familiar with how to reconcile accounts to ensure accurate financial records.
- Understand how to manage inventory, including creating purchase orders and tracking inventory levels.
- Learn how to run and interpret various financial reports, such as profit and loss statements and balance sheets.





Career Centre

We'll Help You Find a Job

At The Online Business Academy, we are dedicated to supporting you on your journey to success. We are confident that by leveraging the resources and connections offered by our Career Centre, you will build valuable networks and gain the confidence needed to secure a new job or promotion.

Receive a Free CV Review From The Experts At Resume Hub

By partnering with Resume Hub, we provide all our students with an added advantage in their job search. Upon enrolment, our students receive a complimentary comprehensive CV review from expert professionals, ensuring they have the best chance for success in their career.

What You'll Get With Our Career Centre

- Access to professional CV templates to update your current CV
- Complimentary personalized CV review with feedback to make your CV stand out
- Job tips and resources, including a clear five-step job success process
- Industry-relevant advice to stay up-to-date with the latest industry trends and requirements.



Very friendly and helpful stuff

They responded very quickly to my initial enquiry. The consultant gave me very helpful advice on which course would be right for me. The follow up was really great too. Helpful but not too pushy. Getting registered was quick and easy too.

Julie N.

Certificate in Xero



What Our Students Say



We pride ourselves in delivering an excellent education experience. See what our students have to say:



Maria R.

Certificate in Adobe
Photoshop

Exceptional Learning Experience

I had a great experience with the Online Business Academy! The course content was well-structured and easy to follow. The assessments helped me understand the concepts better and the feedback provided was valuable. I'm grateful for the flexible learning schedule that allowed me to study at my own pace. I would highly recommend this academy to anyone looking for a quality learning experience.



Sarah T.

Certificate in
Microsoft Word

Practical, Relevant and Fun!

I recently completed a Microsoft Word course with the Online Business Academy, and I loved it! The course was practical, relevant, and fun. The online platform was user-friendly, and the support from the academy team was exceptional. The assessments were challenging yet enjoyable, and I learned a lot from the feedback provided.



Mark J.

Digital Marketing
Bootcamp

Changed my Career Trajectory!

I joined the Online Business Academy to upskill in digital marketing, and it was the best decision I made for my career. The course content was comprehensive and up-to-date, and the assessments were challenging and relevant. The Career Centre helped me prepare a strong CV and provided valuable advice on job search strategies. The skills I learned from this academy have changed my career trajectory, and I'm grateful for the team over at the Online Business Academy.



Start Upskilling Today!

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



1. Click on 'Get Started Now'



2. Choose your course



3. Proceed to payment



4. Receive login details



5. Start Learning!

Get Started Now, Click Here

