

# Build a Successful Career in Management

Stay Ahead of the Competition - Study the Certificate in  
Management with **The Online Business Academy**



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



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# 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, your career advancement is at the heart of our mission. We've reshaped online learning with a personalised touch, offering exclusive 1-on-1 Zoom classes that bring the expertise of industry leaders and education specialists directly to you. Our world-class platform is meticulously crafted around your needs, ensuring that you receive undivided attention and tailored support to excel 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 and 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

The Online Business Academy brings you a bespoke educational experience tailored through personalised 1-on-1 Zoom sessions. Engage in courses meticulously designed to put your individual learning needs in the spotlight, ensuring that every interaction with our expert mentors is focused solely on your educational journey and success.

Immerse yourself in a structured yet flexible curriculum, with the freedom to delve deeply into your studies and emerge with confidence. With us, you're not just learning; you're shaping your future, one personalised lesson at a time.



**#42**

We provide 42 high-quality courses curated by leading industry professionals.

## Why Choose The Online Business Academy

Choose the Online Business Academy for tailored 1-on-1 learning with industry experts, designed for focused support and a personalised path to your success.



### 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 1-on-1 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.



# Certificate in Management

The Certificate in Management is designed to enhance your management skills and advance your career. By the end of the course, you'll be equipped with the knowledge and skills to effectively lead teams, manage projects, and make informed business decisions. Whether you're looking to start a career in management or enhance your existing skills, this course is the perfect place to start. Join now and take the first step towards your future in management!

 **Enrol Now**

 **Learn More**

## Course Investment

# \$119

Per 1-Hour Zoom Session

Total Cost: \$1428

## Course Duration

# 12 Sessions



## Course Outcomes

- Identify and evaluate the key components of effective management strategies for organizations in various industries and contexts.

- Develop effective communication and leadership skills to motivate teams and drive organizational success.

- Analyze and synthesize data to inform business decisions and develop effective management strategies.

- Understand and apply various management theories and frameworks to real-world situations, including organizational behavior, strategic planning, and change management.

## Certificate in Accounting

### Module 01 Introduction to Accounting

The Introduction to Accounting module is a foundational course that provides an overview of the accounting process and its importance as the language of business. It covers the diverse roles of accountants, forms of business organization, the Conceptual Framework, financial statements, and the financial reporting environment. Learners will also gain an understanding of analyzing financial statements using profitability, liquidity, and solvency ratios to make informed business decisions.



### Module 02 The Recording Process

The Recording Process module covers the fundamental principles of the double-entry accounting system. The course covers the basics of accounting transactions and events, debits and credits, equity relationships, and the expanded accounting equation. The module also covers essential accounting documents such as the journal, chart of accounts, and the general ledger. Learners will gain knowledge of how to post transactions and events, balance accounts, and prepare the trial balance to ensure the accuracy of accounting records.

### Module 03 Accrual Accounting Concepts

The Accrual Accounting Concepts module covers the basics of accrual accounting and its concepts. The course covers timing issues, revenue definition, and recognition criteria. The module also teaches the fundamentals of adjusting entries, including adjusting entries for prepayments and accruals. Learners will also understand how to prepare the adjusted trial balance and financial statements.

## Certificate in Accounting

### **Module 04    Inventories & Reporting & Analysing Inventory**

The Inventories & Reporting & Analysing Inventory module in the covers the principles of merchandising operations and inventory systems. The course also covers the classification of inventory and the various cost flow methods that can be used to value inventory. Additionally, learners will be taught how to record purchases and sales of inventory, including purchases returns and allowances, freight costs, and sales discounts. The module also covers how to present the statement of profit or loss and how to evaluate profitability. Finally, the module provides an overview of the GST process and how to analyze inventory.



### **Module 05    Accounting Information Systems**

The Accounting Information Systems module covers the basic concepts of accounting information systems, including internal control systems and the transformation of financial data. The course also covers control accounts, subsidiary ledgers, and special journals. Additionally, learners will be taught how to use computerised accounting information systems and the special journals sales journal.

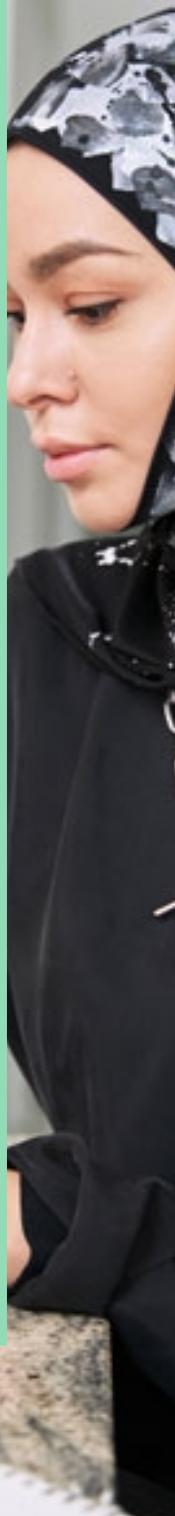
### **Module 06    Reporting & Analysing Cash & Receivables**

The Reporting & Analysing Cash & Receivables module covers cash and credit transactions, bank reconciliation, managing and monitoring cash, and the recording and reporting of receivables. The course also covers accounting for receivables and analysing and managing receivables.

## Certificate in Accounting

### **Module 07 Reporting & Analysing Non-Current Assets**

The Reporting & Analysing Non-Current Assets module covers the accounting and reporting of property, plant, and equipment (PPE), as well as intangible assets. The course also covers methods for determining the cost of PPE, depreciation, subsequent expenditures and impairments, revaluation, and analysis and decision-making related to non-current assets.



### **Module 08 Accounting & Analysing Equity**

The module on Accounting & Analysing Equity covers various topics related to liabilities, equity and their analysis. It includes discussions on current and non-current liabilities, payroll deductions payable, revenues received in advance, non-current liabilities, market value of unsecured notes and debentures, redeeming unsecured notes and debentures before maturity, loans payable by installment, mortgage schedule, leasing, provisions and contingent liabilities, and liquidity and solvency ratios.

### **Module 09 Equity**

The Equity module covers the basic concepts related to equity in accounting. It starts by explaining the characteristics of a corporation and the process of forming a company. It then discusses shareholder rights, share issues, private issue of shares, share splits, dividends, share dividends, changes in accounting estimates and policies, and discontinuing operations. Finally, it covers the preparation of financial statements such as the statement of profit or loss and other comprehensive income, statement of changes in equity, and statement of financial position.



## Certificate in Accounting

### **Module 10 Statement of Cash Flows**

The module on Statement of Cash Flows is designed to provide students with an understanding of the purpose and format of the statement of cash flows, its classification of cash flows, and how to prepare the statement of cash flows. Students will learn about the four steps involved in preparing the statement of cash flows, which include determining the net increase (decrease) in cash, net cash provided (used) by operating activities, investing activities, and financing activities. Finally, the module will cover how to complete the statement of cash flows and how to use cash flows to evaluate an entity.

### **Module 11 Analysing and Integrating GAAP**

This module covers the generally accepted accounting principles (GAAP) that govern financial reporting in many countries around the world. Students will learn about the conceptual framework of GAAP, the users and uses of financial reports, and the definition, recognition, and measurement of assets, liabilities, equity, income, and expenses. The module also discusses the integration of GAAP principles into financial reporting.



# 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:

## Exceptional Learning Experience



**Maria R.**

Certificate in Adobe Photoshop

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.



## Practical, Relevant and Fun!

**Sarah T.**

Certificate in Microsoft Word

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.



## Changed my Career Trajectory!

**Mark J.**

Digital Marketing Bootcamp

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 4-step enrolment process - it only takes a few minutes to get started today!



1. Click on 'Get Started Now'



2. Proceed to payment



3. Receive login details



4. Start Learning!

[Get Started Now, Click Here](#)

