



BODDAN

Course Program Blueprint

CURRICULUM DESIGN (SAMPLE)

SAMPLE · demonstration of deliverable quality · not a real client's work

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Prepared for

Client: Megan Cole, Cole Bookkeeping Training (sole trader, registered training organisation trainer)

Location: Maitland, Hunter Region, New South Wales

Brief as received: Megan is building a self-paced online course that teaches small-business owners how to keep their own books. She asked for a complete program blueprint she can hand to a course builder: overall learning objectives, around ten modules broken into lessons with measurable outcomes, suggested activities and assessments, estimated durations, format and resource notes, and a delivery-sequence map. The course is for owners who want to do the day-to-day bookkeeping themselves and understand their numbers, not to replace their accountant.

Date: 30/06/2026

Service and tier: Course Program Blueprint, Premium

Sample notice. This is a fictional sample produced by BODDAN to demonstrate deliverable quality. Megan Cole, Cole Bookkeeping Training, and the businesses named in the worked examples are illustrative and not real clients. Figures, rates and thresholds are realistic and current as at the date above, and are flagged where a learner should confirm the live figure.

1. Program overview

This blueprint sets out a complete, build-ready curriculum for **Books You Can Run: DIY Bookkeeping for Small Business Owners**, a self-paced online short course. The program takes an owner from a standing start (no system, a shoebox of receipts, a vague sense of dread at BAS time) to a confident operator who keeps clean books in cloud software, prepares and lodges their own activity statements, runs a compliant pay cycle, and reads their own financial reports well enough to make decisions.

The design is deliberately practical. Every module pairs a short body of "why and how" content with a hands-on activity done in real bookkeeping software, so the learner finishes the course with a working set of books rather than a folder of notes. The tone is plain-English and Hunter-local: worked examples are drawn from the kinds of businesses Megan actually trains, including Cessnock cafes, Hunter Valley cellar doors, Maitland trades sole traders and Newcastle online sellers.

1.1 FORMAT AND DELIVERY MODEL

- **Mode:** fully self-paced and online. No live sessions are required, so the course can sell and deliver 24 hours a day.
- **Structure:** 10 modules, 5 lessons each (50 lessons in total), with the course orientation as lesson 1.1 within Module 1 and the final assessment as lesson 10.5 within Module 10. These are counted lessons, not extra components on top of the 50.



- **Lesson shape:** each lesson combines one or more short videos (6 to 12 minutes each) or structured readings of equivalent length with a downloadable resource and, in most lessons, a short practice task. The per-lesson durations shown in Section 4 are time on task, not video runtime: a content lesson listed at 30 to 40 minutes typically pairs two short videos, or a video and a structured reading, with the practice task, while the shorter activity lessons are mostly hands-on time in the software.
- **Estimated total learner effort: 27 hours 45 minutes (27.75 hours)** of time on task across the full program. This is learner effort, not video runtime; it includes watching or reading, doing the activities, and completing the assessments.
- **Suggested pace:** an owner doing roughly 3 hours a week finishes in about 9 to 10 weeks. The platform should let learners go faster or slower without penalty.
- **Software:** the course is taught software-agnostic in principle but demonstrated in **Xero**, with parallel notes for **MYOB Business** and **QuickBooks Online** at each software-specific step.
- **Software access and the persistent file:** the hands-on work builds one continuous file from Module 3 onward, and the activities in Modules 3, 4, 6, 7 and 8 each ask the learner to submit screenshots or exports from that file, which the Module 10 capstone then draws on. Free trials are time-limited and differ by platform: Xero is generally a 30-day trial, while MYOB Business and QuickBooks Online AU run their own trial terms and frequently offer introductory discounted months instead. A trial file becomes inaccessible once the trial lapses, taking the learner's prior work with it. Because a learner at the suggested pace reaches only Module 4 or 5 by the time a 30-day trial expires, the recommendation is to move to a low-cost paid subscription from Module 3 onward, where the persistent file begins. Learners who prefer to stay on a free trial should instead run Modules 3 to 9 as an intensive block timed to finish inside their chosen platform's trial window. Confirm current trial length and pricing with the provider, as both change.

1.2 ACCREDITATION AND SCOPE POSITIONING

This is a **non-accredited professional development short course**. It does not award a nationally recognised qualification and is not mapped to units of competency. That positioning is intentional: it keeps the course quick to update when rates and rules change, and it sets the right buyer expectation. If Megan later wants a recognised pathway, the natural next step is to map selected modules to relevant units from the FNS Financial Services Training Package (for example, units covering manual and computerised bookkeeping and BAS preparation). That mapping is noted as an optional future pathway in the handover section and is out of scope for this blueprint.



1.3 IMPORTANT LEARNER DISCLAIMER (TO BE SHOWN AT ENROLMENT AND IN MODULE 1)

This course is general education about bookkeeping. It is not personal tax, accounting or financial advice and does not take account of your particular circumstances. Rates, thresholds and due dates change. For advice on your situation, or to lodge on your behalf, use a registered tax agent or BAS agent. You can check a person's registration on the Tax Practitioners Board register at tpb.gov.au, and confirm current figures at ato.gov.au.

2. Target learner

Primary learner: the owner of a micro or small business in the Hunter and Newcastle region (typically 0 to 4 employees, annual turnover up to roughly \$2 million) who currently outsources or avoids the books and wants to take them in-house to save money and stay across the numbers.

Typical profiles the course is written for:

- A sole trader tradesperson in Maitland who issues a handful of invoices a week and dreads quarterly BAS.
- A Cessnock cafe owner with casual staff who needs to run pay and super correctly.
- A Hunter Valley cellar door operator who sells across GST and GST-free lines and is unsure how to code them.
- A Newcastle online seller who has outgrown a spreadsheet and wants real software.

Assumed starting point: comfortable using a computer, email and a web browser. No accounting background, no prior software experience, and no assumed knowledge of GST, payroll or reporting.

What the learner wants by the end: to keep accurate books themselves, meet their lodgement obligations on time, hand their accountant a clean file, and understand what their reports are telling them.

3. Overall learning objectives

By the end of the full program, the learner can:

1. **Set up** a complete set of cloud bookkeeping books for their business, including a fit-for-purpose chart of accounts, correct GST settings and connected bank feeds.
2. **Record** day-to-day income and expense transactions accurately, with valid tax invoices and properly substantiated purchases.
3. **Classify** transactions to the correct account and GST treatment, and distinguish business from private use.
4. **Reconcile** their bank accounts to the books each period and resolve mismatched or missing items.



5. **Prepare** a quarterly Business Activity Statement from their books and identify the correct figures for each BAS label.
6. **Run** a compliant pay cycle, including PAYG withholding, Single Touch Payroll reporting and superannuation guarantee.
7. **Produce and interpret** the core financial reports (profit and loss, balance sheet and a cash flow view) and calculate basic performance numbers such as gross margin and breakeven.
8. **Maintain** a sustainable monthly bookkeeping routine and a compliant records system, and work effectively with a registered BAS or tax agent.

4. Module structure

Each module below states its lessons, the measurable outcomes a learner can demonstrate by the end, suggested activities (formative practice), the assessment of learning (the summative check that confirms the module outcome was met), the estimated duration, and resource notes for the course builder.

Durations are shown per lesson in minutes and totalled per module. All module totals are carried into the delivery-sequence map in Section 5, where they sum to the program total.

MODULE 1: COURSE ORIENTATION AND BOOKKEEPING FOUNDATIONS

Lessons

#	Lesson	Duration
1.1	How this course works and how to get the most from it	20 min
1.2	What bookkeeping is and why it matters for your business	30 min
1.3	Bookkeeping versus accounting: who does what	25 min
1.4	Cash versus accrual: the two ways to keep books	35 min
1.5	Your legal record-keeping obligations	30 min
Module total		140 min (2 h 20 min)

By the end of this module the learner can:

- Navigate the course, locate downloads, and set a realistic completion schedule.
- Explain in plain terms what bookkeeping records and why accurate books matter for tax, cash flow and decisions.
- Distinguish the bookkeeper's role from the accountant's and identify which tasks they will do themselves.
- Define cash and accrual accounting and identify which basis suits their business.
- State the records they must keep and for how long (generally five years from the date a record is prepared or a transaction is complete, as at 30/06/2026; confirm current rules at ato.gov.au).



Suggested activities (formative)

- Self-audit checklist: the learner lists how they currently keep records and identifies the three biggest gaps.
- Short reflection: write one sentence on what "good books" would let them do that they cannot do now.

Assessment of learning (summative)

- A 10-question knowledge check covering bookkeeping versus accounting, cash versus accrual, and record-keeping obligations. Pass mark 80 percent, unlimited attempts. Evidences the learner can recall the foundational rules the rest of the course builds on.

Resource notes

- Downloadable "Record-keeping obligations at a glance" one-pager, with the as-at date printed on it so it is obvious when it needs review.
- Cash-versus-accrual decision flowchart (PDF).

MODULE 2: CHOOSING YOUR BUSINESS STRUCTURE AND REGISTRATIONS

Lessons

#	Lesson	Duration
2.1	Sole trader, partnership, company and trust: the bookkeeping impact	40 min
2.2	ABN, TFN and business name basics	30 min
2.3	Do you need to register for GST?	30 min
2.4	PAYG withholding and PAYG instalments explained	35 min
2.5	Activity: complete your registrations checklist	25 min
	Module total	160 min (2 h 40 min)

By the end of this module the learner can:

- Identify their own business structure and describe how it changes the way their books and tax are handled.
- Distinguish an ABN, a TFN and a registered business name, and state what each is for.
- Determine whether their business must register for GST against the current turnover threshold (currently \$75,000 for most businesses, \$150,000 for non-profits, as at 30/06/2026; confirm at ato.gov.au).
- Distinguish PAYG withholding from PAYG instalments and identify which apply to them.

Suggested activities (formative)

- Threshold check: using their last 12 months of income (or a forecast), the learner calculates their turnover and decides whether GST registration is required or worth choosing voluntarily.
- Registrations checklist walkthrough using a Maitland sole trader trades example.



Assessment of learning (summative)

- Scenario quiz: three short business scenarios (a Cessnock cafe, a Newcastle online seller below threshold, a Hunter Valley cellar door above threshold). The learner selects the correct registrations for each and justifies the GST decision in one line. Evidences the learner can apply the registration rules, not just recall them.

Resource notes

- "Which registrations do I need?" interactive checklist (form-fillable PDF).
- Link panel to the official registration channels (Australian Business Register and business.gov.au), kept as live links so they can be updated without re-rendering video.

MODULE 3: SETTING UP YOUR CHART OF ACCOUNTS AND SOFTWARE

Lessons

#	Lesson	Duration
3.1	Choosing bookkeeping software: Xero, MYOB and QuickBooks	35 min
3.2	What a chart of accounts is and how to structure it	40 min
3.3	Setting up your file: opening balances and bank feeds	35 min
3.4	Tax codes and GST settings	30 min
3.5	Activity: build your chart of accounts	40 min
	Module total	180 min (3 h 00 min)

By the end of this module the learner can:

- Compare the three main software options against their own needs and select one with reasons.
- Explain what a chart of accounts is and structure one that fits their business and reporting needs.
- Set up a new software file, enter opening balances, and connect a live bank feed.
- Configure GST and tax code settings correctly for their registration status.

Suggested activities (formative)

- Guided build-along: the learner creates a working file in their chosen software (a free trial, or a low-cost paid subscription as recommended in the software access note in Section 1.1, since the file persists from here on) alongside the demonstration video.
- Chart-of-accounts tailoring task using a cellar door example with both retail sales and tasting-fee income.

Assessment of learning (summative)

- Practical submission: the learner uploads a screenshot or export of their completed chart of accounts and GST settings against a supplied rubric (logical account groupings, no duplicate accounts, GST registration setting correct). Evidences the learner can set up a working file, the foundation for every later module.



Resource notes

- Three starter chart-of-accounts templates (services, retail, hospitality) supplied as importable files for Xero, MYOB and QuickBooks.
- Parallel "do this in MYOB / do this in QuickBooks" callout cards for each software-specific step so non-Xero learners are never stranded.

MODULE 4: RECORDING INCOME AND ISSUING TAX INVOICES

Lessons

#	Lesson	Duration
4.1	What makes a valid tax invoice	30 min
4.2	Creating and sending invoices	30 min
4.3	Recording sales, receipts and customer payments	35 min
4.4	Managing accounts receivable and chasing overdue invoices	35 min
4.5	Activity: issue and record a tax invoice	25 min
	Module total	155 min (2 h 35 min)

By the end of this module the learner can:

- Identify every element a valid tax invoice must contain and check an invoice for compliance.
- Create, customise and send an invoice from their software.
- Record cash sales, customer receipts and part payments against the right accounts.
- Produce an aged receivables report and write a courteous, effective overdue-payment follow-up.

Suggested activities (formative)

- Spot-the-error task: the learner reviews three sample invoices (one missing the ABN, one missing the GST line, one valid) and marks each.
- Drafting task: write a two-stage overdue reminder sequence for a Maitland trades business.

Assessment of learning (summative)

- Practical: the learner issues a tax invoice in their software for a supplied scenario and records the subsequent payment, then submits the invoice PDF and a screenshot of the recorded receipt. Marked against a tax-invoice compliance rubric. Evidences the learner can run the full income cycle from invoice to receipt.

Resource notes

- "Valid tax invoice" annotated example (PDF) showing each required element labelled.
- Editable overdue-reminder email templates (polite, firmer, final) in plain text.

**MODULE 5: RECORDING EXPENSES, PURCHASES AND SUBSTANTIATION****Lessons**

#	Lesson	Duration
5.1	Business versus private: deductibility basics	35 min
5.2	Capturing receipts and substantiation rules	30 min
5.3	Recording bills, purchases and accounts payable	35 min
5.4	Motor vehicle, home office and mixed-use expenses	40 min
5.5	Activity: code a week of expenses	30 min
	Module total	170 min (2 h 50 min)

By the end of this module the learner can:

- Distinguish business from private expenses and identify when an expense is only partly deductible.
- Capture and store receipts so that purchases are properly substantiated.
- Record bills and supplier payments and produce an aged payables report.
- Apportion mixed-use costs such as a vehicle or a home office and record the business portion correctly.

Suggested activities (formative)

- Sorting task: the learner classifies 15 sample transactions as business, private or mixed.
- Receipt-capture set-up: the learner installs and tests the receipt-capture app in their chosen software using two real receipts.

Assessment of learning (summative)

- Practical coding exercise: the learner is given a one-week transaction list for a Newcastle online seller (including a mixed-use phone bill and a private purchase that must be excluded) and codes each in their software, then submits the expense report. Marked for correct account, correct GST treatment and correct private exclusion. Evidences the learner can record and classify real-world expenses accurately.

Resource notes

- "Business, private or mixed?" quick-reference card.
- Substantiation checklist aligned to current ATO record-keeping guidance, with as-at date printed.

MODULE 6: GST AND PREPARING YOUR BAS**Lessons**

#	Lesson	Duration
6.1	How GST works: collected, paid and the net position	35 min



#	Lesson	Duration
6.2	GST-free, input-taxed and out-of-scope transactions	35 min
6.3	Reading your BAS: labels G1, 1A, 1B and the rest	40 min
6.4	Lodging and paying your BAS, and the due dates	30 min
6.5	Activity: prepare a sample quarterly BAS	40 min
	Module total	180 min (3 h 00 min)

By the end of this module the learner can:

- Explain how GST collected on sales and GST paid on purchases net to an amount payable or refundable.
- Classify a transaction as taxable, GST-free, input-taxed or out of scope, using cellar-door examples that mix wine sales with GST-free items.
- Identify which figure from their books belongs at each main BAS label (G1, 1A and 1B).
- State their lodgement frequency and due dates (quarterly statements are generally due 28 days after the end of the quarter, with some concessions, as at 30/06/2026; confirm current dates at ato.gov.au) and complete the lodgement and payment steps.

Suggested activities (formative)

- Classification drill: the learner sorts 12 transactions into taxable, GST-free, input-taxed and out of scope.
- BAS label matching exercise linking report lines to labels.

Assessment of learning (summative)

- Practical: the learner runs the GST report in their software for a supplied quarter, then completes a sample BAS worksheet with the correct figures at each label and states the net amount payable or refundable. Marked against a worked solution. Evidences the learner can prepare a BAS from their own books, the central skill of the course.

Resource notes

- Annotated sample BAS form with each label explained.
- GST treatment reference table (common small-business items), as-at dated.
- **Wine Equalisation Tax flag (cellar-door learners).** Where the cellar-door example mixes wine sales with GST-free items, add an on-screen note and a line on the resource sheet that wine sold at a cellar door also attracts Wine Equalisation Tax (WET), and that a wine producer may be able to claim a WET producer rebate, both on top of GST. WET is out of scope for this introductory DIY course: a wine-business learner should confirm their WET treatment and rebate eligibility with a registered tax agent or a wine-industry specialist before relying on the GST-only worked example.
- Plain reminder that lodging on someone else's behalf for a fee is BAS agent territory; this module teaches owners to prepare and lodge their own.

**MODULE 7: BANK RECONCILIATION AND CASH HANDLING****Lessons**

#	Lesson	Duration
7.1	Why reconciliation matters	25 min
7.2	Matching transactions and using bank feeds	35 min
7.3	Dealing with unreconciled items and errors	35 min
7.4	Petty cash and cash sales	25 min
7.5	Activity: reconcile a month of transactions	40 min
	Module total	160 min (2 h 40 min)

By the end of this module the learner can:

- Explain what bank reconciliation confirms and why an unreconciled file cannot be trusted.
- Match bank-feed transactions to the books and create bank rules for recurring items.
- Identify and resolve common reconciliation problems: duplicates, missing transactions, and miscodings.
- Record petty cash and cash sales so they appear correctly in the books.

Suggested activities (formative)

- Match-up drill: the learner reconciles 10 supplied transactions, including one duplicate and one that should not be matched.
- Bank-rule set-up for a recurring Cessnock cafe supplier payment.

Assessment of learning (summative)

- Practical: the learner reconciles a supplied one-month bank statement against a prepared file and identifies the two deliberate discrepancies, then submits the reconciliation report showing a nil unreconciled balance and a short note on what the discrepancies were. Evidences the learner can reconcile accurately and troubleshoot, not just click "match".

Resource notes

- Downloadable practice dataset: one month of bank transactions and a matching software file (provided for Xero, MYOB and QuickBooks).
- Reconciliation troubleshooting checklist.

MODULE 8: PAYROLL, SINGLE TOUCH PAYROLL AND SUPERANNUATION**Lessons**

#	Lesson	Duration
8.1	Do you have employees or contractors?	35 min



#	Lesson	Duration
8.2	Setting up payroll: awards, pay rates and PAYG withholding	40 min
8.3	Single Touch Payroll (STP Phase 2) reporting	35 min
8.4	Superannuation guarantee and SuperStream	35 min
8.5	Activity: run a sample pay run	35 min
	Module total	180 min (3 h 00 min)

By the end of this module the learner can:

- Distinguish an employee from a contractor for tax and super purposes and identify the consequences of getting it wrong.
- Set up an employee in payroll with the correct pay rate, leave entitlements and PAYG withholding.
- Process a pay run and report it through Single Touch Payroll (STP Phase 2).
- Calculate the superannuation guarantee on ordinary time earnings (currently 12 percent, as at 30/06/2026; confirm at ato.gov.au) and pay it via a SuperStream-compliant method.

Suggested activities (formative)

- Employee-or-contractor sorting task using four Hunter-region worker scenarios.
- Pay-rate check: the learner locates the relevant modern award pay rate on the Fair Work website for a casual hospitality worker.

Assessment of learning (summative)

- Practical: the learner sets up one casual employee for a Cessnock cafe and processes a single pay run, then submits a payslip and a screenshot of the STP report and the calculated super amount. Marked for correct gross pay, correct PAYG withholding and correct super calculation. Evidences the learner can run a compliant pay cycle end to end.

Resource notes

- "Employee or contractor" decision guide, with a clear pointer to the official ATO decision tool rather than a fixed answer.
- Super and STP checklist, as-at dated.
- Callout: payroll has the highest compliance risk in the course; the module repeats the disclaimer that complex situations warrant a registered agent.

MODULE 9: FINANCIAL REPORTS AND READING YOUR NUMBERS**Lessons**

#	Lesson	Duration
9.1	The profit and loss statement	35 min
9.2	The balance sheet	35 min



#	Lesson	Duration
9.3	Cash flow versus profit	35 min
9.4	Key numbers: margins, breakeven and working capital	40 min
9.5	Activity: interpret your business reports	35 min
Module total		180 min (3 h 00 min)

By the end of this module the learner can:

- Read a profit and loss statement and explain what each section shows.
- Read a balance sheet and explain the relationship between assets, liabilities and equity.
- Explain why a profitable business can still run out of cash, and distinguish profit from cash flow.
- Calculate gross margin and a simple breakeven point and interpret what they mean for pricing and decisions.

Suggested activities (formative)

- Guided read-through of a sample profit and loss and balance sheet for a Maitland trades business, with the learner answering five interpretation prompts.
- Margin and breakeven calculation worksheet using supplied figures.

Assessment of learning (summative)

- Practical and short-answer: the learner generates their own (or the supplied sample) profit and loss and balance sheet, calculates gross margin and breakeven, and answers three interpretation questions (for example, "is this business cash-positive this quarter, and how do you know?"). Marked against a model answer. Evidences the learner can both produce and interpret reports, not merely run them.

Resource notes

- Sample report pack (profit and loss, balance sheet, simple cash flow summary) as PDFs and as a software file.
- Margin and breakeven calculator (spreadsheet) with worked example.

MODULE 10: YEAR-END, COMPLIANCE, RECORDS AND WORKING WITH YOUR ACCOUNTANT**Lessons**

#	Lesson	Duration
10.1	End-of-financial-year checklist	35 min
10.2	Records retention and the digital shoebox	25 min
10.3	Working effectively with your BAS or tax agent	30 min
10.4	Staying compliant: a sustainable monthly routine	30 min



#	Lesson	Duration
10.5	Final assessment and course wrap-up	40 min
	Module total	160 min (2 h 40 min)

By the end of this module the learner can:

- Work through an end-of-financial-year checklist to close off a year of books cleanly.
- Set up a compliant digital records system and state how long each record type must be kept.
- Prepare a clean file and the right questions for a registered BAS or tax agent, and describe what each party is responsible for.
- Build a repeatable monthly bookkeeping routine they can sustain.

Suggested activities (formative)

- Routine builder: the learner drafts their own weekly and monthly bookkeeping calendar.
- Year-end checklist run-through against the supplied sample file.

Assessment of learning (summative)

- **Final course assessment** combining a 20-question knowledge check across all modules (pass mark 80 percent) with a short capstone task: the learner submits evidence of a reconciled set of books, a prepared sample BAS and a generated report set from the earlier activities. On passing, the platform issues a certificate of completion (a non-accredited completion certificate, clearly labelled as such). Evidences that the program-level objectives in Section 3 have been met.

Resource notes

- End-of-financial-year checklist (PDF) and a "questions to ask your accountant" prompt sheet.
- Monthly routine calendar template.
- Certificate of completion template, marked clearly as a non-accredited short course certificate.

5. Delivery-sequence map

The table below is the build order for the course builder. Modules and lessons are listed in delivery sequence with per-lesson and per-module durations. The modules are deliberately sequenced so each one depends only on what came before: foundations and registrations first, then file set-up, then income and expenses, then GST, reconciliation, payroll, reporting, and finally year-end and compliance.

Seq	Module	Lesson	Duration
1	M1 Orientation and foundations	1.1 How this course works	20 min
2	M1	1.2 What bookkeeping is and why it matters	30 min



Seq	Module	Lesson	Duration
3	M1	1.3 Bookkeeping versus accounting	25 min
4	M1	1.4 Cash versus accrual	35 min
5	M1	1.5 Your record-keeping obligations	30 min
		Module 1 subtotal	140 min
6	M2 Structure and registrations	2.1 Structures and bookkeeping impact	40 min
7	M2	2.2 ABN, TFN and business name	30 min
8	M2	2.3 Do you need to register for GST?	30 min
9	M2	2.4 PAYG withholding and instalments	35 min
10	M2	2.5 Activity: registrations checklist	25 min
		Module 2 subtotal	160 min
11	M3 Chart of accounts and software	3.1 Choosing software	35 min
12	M3	3.2 Structuring a chart of accounts	40 min
13	M3	3.3 File set-up, opening balances, feeds	35 min
14	M3	3.4 Tax codes and GST settings	30 min
15	M3	3.5 Activity: build your chart of accounts	40 min
		Module 3 subtotal	180 min
16	M4 Income and tax invoices	4.1 What makes a valid tax invoice	30 min
17	M4	4.2 Creating and sending invoices	30 min
18	M4	4.3 Recording sales and receipts	35 min
19	M4	4.4 Accounts receivable and overdue invoices	35 min
20	M4	4.5 Activity: issue and record a tax invoice	25 min
		Module 4 subtotal	155 min
21	M5 Expenses and substantiation	5.1 Business versus private	35 min
22	M5	5.2 Receipts and substantiation	30 min
23	M5	5.3 Bills, purchases and payables	35 min
24	M5	5.4 Vehicle, home office, mixed-use	40 min
25	M5	5.5 Activity: code a week of expenses	30 min
		Module 5 subtotal	170 min
26	M6 GST and BAS	6.1 How GST works	35 min



Seq	Module	Lesson	Duration
27	M6	6.2 GST-free, input-taxed, out of scope	35 min
28	M6	6.3 Reading your BAS labels	40 min
29	M6	6.4 Lodging, paying and due dates	30 min
30	M6	6.5 Activity: prepare a sample BAS	40 min
		Module 6 subtotal	180 min
31	M7 Bank reconciliation	7.1 Why reconciliation matters	25 min
32	M7	7.2 Matching and bank feeds	35 min
33	M7	7.3 Unreconciled items and errors	35 min
34	M7	7.4 Petty cash and cash sales	25 min
35	M7	7.5 Activity: reconcile a month	40 min
		Module 7 subtotal	160 min
36	M8 Payroll, STP and super	8.1 Employees versus contractors	35 min
37	M8	8.2 Payroll set-up and PAYG withholding	40 min
38	M8	8.3 Single Touch Payroll (STP Phase 2)	35 min
39	M8	8.4 Super guarantee and SuperStream	35 min
40	M8	8.5 Activity: run a sample pay run	35 min
		Module 8 subtotal	180 min
41	M9 Reports and your numbers	9.1 The profit and loss statement	35 min
42	M9	9.2 The balance sheet	35 min
43	M9	9.3 Cash flow versus profit	35 min
44	M9	9.4 Margins, breakeven, working capital	40 min
45	M9	9.5 Activity: interpret your reports	35 min
		Module 9 subtotal	180 min
46	M10 Year-end and compliance	10.1 End-of-financial-year checklist	35 min
47	M10	10.2 Records retention	25 min
48	M10	10.3 Working with your agent	30 min
49	M10	10.4 A sustainable monthly routine	30 min
50	M10	10.5 Final assessment and wrap-up	40 min
		Module 10 subtotal	160 min



5.1 TOTAL PROGRAM HOURS

Module	Minutes	Hours and minutes
M1 Orientation and foundations	140	2 h 20 min
M2 Structure and registrations	160	2 h 40 min
M3 Chart of accounts and software	180	3 h 00 min
M4 Income and tax invoices	155	2 h 35 min
M5 Expenses and substantiation	170	2 h 50 min
M6 GST and BAS	180	3 h 00 min
M7 Bank reconciliation	160	2 h 40 min
M8 Payroll, STP and super	180	3 h 00 min
M9 Reports and your numbers	180	3 h 00 min
M10 Year-end and compliance	160	2 h 40 min
Total program	1,665	27 h 45 min (27.75 hours)

The 50 lesson durations in the delivery-sequence map sum to 1,665 minutes, which equals the sum of the 10 module subtotals and the program total of 27 hours 45 minutes.

6. Notes for the course builder (handover)

Build order. Build in the sequence numbered 1 to 50 above. Modules 1 and 2 carry no software dependency and can be produced first while software trial files are being prepared. Module 3 must be live before Modules 4 to 9, because every later activity assumes the learner has a set-up file.

Reusable practice file. Create one demonstration company file (a fictional Hunter business) and reuse it across Modules 4 to 9 so the learner follows a single continuous example rather than disconnected snippets. Supply it in Xero, MYOB and QuickBooks formats.

Software parallelism. Where a step is software-specific, ship the Xero video plus short MYOB and QuickBooks callout cards. This keeps the core video count down while serving all three audiences.

Dated content discipline. Every rate, threshold, due date and retention rule in this course carries an "as at 30/06/2026, confirm at ato.gov.au" flag. Keep all such figures in on-screen text and downloadable PDFs rather than baked into narration, so an annual update is a text edit, not a re-record. Schedule a content review each year before 1 July.

Assessment settings. Knowledge checks: pass mark 80 percent, unlimited attempts, randomised question order. Practical submissions: rubric-marked, with a model answer released after submission. The Module 10 final assessment gates the completion certificate.

Accessibility. All videos captioned; all downloads provided as tagged, screen-reader-friendly PDFs; colour not used as the sole way to convey meaning in any diagram.



Optional future pathway (out of scope here). If Megan later wants a nationally recognised pathway, Modules 3 to 9 are the natural candidates to map to relevant units of competency in the FNS Financial Services Training Package covering computerised bookkeeping and BAS preparation. That mapping, and any move to accredited delivery, would be a separate engagement and would change the assessment design.

Prepared by BODDAN. This is a disclosed fictional sample for demonstration of deliverable quality. It is general educational design, not tax, accounting or financial advice.

PREPARED AND ISSUED BY

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01 July 2026

Decorative mark for presentation, not a legal signature.

