



Accounting Fundamentals Course

Course Fee: \$335 + Tax (CAD)	35 Course Hours	24/7 Online Access
Assigned Instructor	Prerequisites: None	Certificate Course

Course Description:

In this course, you will learn the basics of accounting fundamentals and the foundation of knowledge required in accounting and bookkeeping. Additionally, you will learn accounting terminology, how to analyze and record financial transactions, the Full Accounting Cycle, and how to prepare Financial Statements.

You will learn bookkeeping skills on Accounts Receivables, Accounts Payables, Sales Taxes, Payroll and Bank Reconciliations and be introduced to bookkeeping systems used by today's businesses.

This course utilizes lesson manuals, video tutorials, hands-on exercises, and check-your-knowledge quizzes to facilitate your learning. In addition, you are assigned an instructor to answer questions and provide support during the course.

Upon completing the course, you will have gained the understanding and concepts of the Full Accounting Cycle and the experience of maintaining a set of books. This course provides exceptional value!



This Accounting Fundamentals Course is included in the following course bundles to save money:

- ✓ **All-Inclusive Bookkeeping Course**
- ✓ **Basic Bookkeeping Course**

Course Includes:

All course materials are included in the course fee and are as follows:

- Course access for three (3) consecutive months, 24/7, from anywhere, at any time
- Course Outline and Syllabus
- Getting Started Guide
- Assigned an instructor for support and to answer questions
- Instructional video tutorials
- Hands-on exercises and resources
- Check Your Knowledge Quizzes
- Certificate upon completion
- Accounting Fundamentals Course Badge

Course Topics:

Part One: Accounting Fundamentals and the Full Accounting Cycle

- ✓ Introduction to Accounting Fundamentals and Terminology
- ✓ Types of Business Organizations
- ✓ Starting a Business and Analyzing Transactions
- ✓ Keeping Records and CRA Compliance
- ✓ Generally Accepted Accounting Principles (GAAP)
- ✓ Fundamental Accounting Equation and Transactional Changes
- ✓ The Balance Sheet and Transactions: Assets, Liabilities and Equity
- ✓ Cash and Accrual Methods of Accounting
- ✓ Revenue and Expense Transactions
- ✓ Matching Principle
- ✓ Earnings: Net Income and Net Loss
- ✓ Transactions and Sales Taxes
- ✓ Owner's Contributions and Withdrawals
- ✓ The Income Statement
- ✓ T Accounts
- ✓ Debits and Credits and the Transactional Process
- ✓ Account Balances and Chart of Accounts
- ✓ The Trial Balance
- ✓ Source Documents and Filing Systems
- ✓ The General Journal and Transactions
- ✓ Posting to General Ledgers
- ✓ Completing the Full Accounting Cycle
- ✓ Financial Statements

Part Two: Bookkeeping and Compliance

- ✓ Customer Records, Sales Invoices and Payments
- ✓ Accounts Receivable and Subledger
- ✓ Vendors Records, Purchases, Expenses, and Payments
- ✓ Accounts Payable and Subledger
- ✓ GST/HST Sales Tax Accounts
- ✓ GST/HST Sales Tax NETFILE Returns and Payments
- ✓ GST/HST Sales Tax Refunds
- ✓ PST Sales Tax Reporting
- ✓ Payroll Information; TD1 Forms and Claim Codes
- ✓ Payroll Deductions: EI, CPP, Federal and Provincial Taxes
- ✓ Employee Paycheques and Payroll Transactions
- ✓ Employee Records and the Payroll Register
- ✓ Employee Deductions Obligations
- ✓ Employer Payroll, CPP and EI Expense
- ✓ Payroll Source Deductions Remittance and PD7A Forms
- ✓ Banking Transactions: Deposits and Withdrawals
- ✓ Bank Account Reconciliation

Course Requirements and FAQ:

What are the prerequisites? There are no prerequisites to take this course.

Who should take this course? Anyone looking to work or currently working in an office in administration, data entry, or bookkeeping wants to advance their skills. This course is also ideal for new business owners starting a business. Registrants must be proficient in English, reading, writing, and oral communication.

How will accounting fundamentals knowledge benefit me? Learning the basics of accounting is the first step and the foundation for anyone working in a business who performs accounting data-entry and bookkeeping tasks using an accounting program. In addition, a person knowledgeable in basic accounting understands compliance, the accounting cycle, and the concept of “balancing,” which would be an asset to any business.

When can I get started? You can start this course at any time your schedule permits.

How do the courses work? Once you submit your registration, we will begin processing it, and your account login will be set up. Next, you will receive an email with your login details to access the course and get started. Once on the course page, lessons are laid out step-by-step, with a Getting Started Guide and the course syllabus.

Where can I access the course from? This course is available online with 24/7 access from anywhere, accessible via a computer with an internet connection.

How long does the course take? Your login account provides access to the course for three (3) consecutive months; you are assigned an access expiry date in your login email. The estimated time to complete the course is approximately 35 hours, including reading lesson material, completing and submitting exercises, and viewing videos. Therefore, you should schedule 35 course hours within three (3) months.

How does the Video Work? The instructional videos are streamed and accessed from the course page. They are easily viewable on any device using a video player. Videos can be viewed multiple times at your own pace.

What are the Computer Requirements?

- ✓ A computer with an internet connection (Desktop or Laptop)
- ✓ Video player to view videos
- ✓ PDF Reader to download and read PDF documents.
- ✓ This course uses Fillable PDFs for exercises, which can be opened with Microsoft Edge or Google Chrome browsers.
- ✓ A printer (optional), if you choose to print the course materials.

About the Instructor? Sue Dupuy brings more than 35 years of expertise in business, accounting, and bookkeeping. She currently provides consulting and training to hundreds of bookkeepers, accountants, and business owners throughout Canada. Sue is passionate about teaching and dedicated to helping her students grow and succeed in their careers.

How do I contact the instructor for questions or if I need help? Your instructor is there to help you succeed and communicates with you throughout the course. Students will submit exercises, which are reviewed, and feedback is provided. If you have questions or require help, your instructor is available by email and phone.

Do I receive a Certificate? Students receive a certificate after completing the course exercises, quizzes and final exercise, along with the Accounting Fundamentals Course Badge.

How Do I Register and Make Payment? Registration for the course is available online, and the course fees are in Canadian Dollars (CAD).

Below are the steps for registration:

- 1) Select the course and the “Register” button on the page.
- 2) Read and complete the terms and conditions.
- 3) **Step 1:** Complete the Student information.
- 4) **Step 2:** Complete the Billing information. It will display the course fee, sales tax, and the total payment.
- 5) **Step 3:** Select Payment; we accept all major debit and credit cards.
- 6) **Step 4:** Submit the registration. The Student will receive an email confirming registration. The Biller will receive an email confirming the registration and the payment receipt.

Note: Registration and payment information is secure; we do not share or sell any information to anyone.

If you have additional questions, please contact us by phone, TF: (888) 385-7007 or go to Simply Training's website and fill out the Contact Us form: <https://www.simplytraining.ca/>

If you are an employment or training agency and would like to register a student or a group of students for a course, please use the contact page to submit your request.