

# SimplyTraining

## Accounting Fundamentals Course

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**35 Course Hours**

**24/7 Online Access**

**Course Fee: \$300 + Tax**

**Certificate Course**

**Assigned Instructor**

**Prerequisites: None**

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### Course Description:

In this course, you will learn the basics of accounting fundamentals and is the foundation of knowledge required in accounting and bookkeeping. You will learn accounting terminology, how to analyze and record financial transactions, the full accounting cycle process, and how to prepare Financial Statements.

Accounting Fundamentals teaches bookkeeping skills of handling Accounts Receivables, Accounts Payables, Sales Taxes, Payroll and Bank Reconciliations. The course also teaches bookkeeping systems for today's fast evolving businesses.

This course utilizes video tutorials and comprehensive lesson exercises to help you learn accounting processes. Upon completion of the course, you will have gained the understanding of a business's accounting cycle and the experience of maintaining a company's set of books. This course simply provides exceptional value!

### Course Topics:

- ✓ Introduction to accounting fundamentals and terminology
- ✓ Starting a business and analyzing transactions
- ✓ Balance Sheet Accounts and Transactions: Assets, Liabilities and Equity
- ✓ Income Statement Accounts and Transactions: Revenue and Expense
- ✓ T-accounts, Debits and Credits
- ✓ Trial Balance
- ✓ General Journal and General Ledger
- ✓ Financial Statements
- ✓ Accounts Receivable, Sales Journal, Invoices and Sales Tax
- ✓ Accounts Payable and Expenses
- ✓ Customers and Vendors Sub-ledgers
- ✓ Sales Taxes and Reporting (GST, HST, PST)
- ✓ Bank Accounts, Receipts and Payments
- ✓ Employees, Paycheques and Payroll Transactions
- ✓ Employer Obligations and Payroll Deductions
- ✓ Bank Account Reconciliation

## Course Includes:

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

- Course Outline and Get Stated Guide
- Assigned instructor for support and to answer questions
- Instructional lesson video tutorials
- Hands-on exercises and resources
- 3 months course access, anytime from anywhere
- Certificate upon completion

## Course Requirements and FAQ:

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

**Who should take this course?** Anyone who is looking to start a career in accounting and bookkeeping or currently working in an office and would like to advance their knowledge.

**How will accounting fundamentals knowledge benefit me?** Learning accounting fundamentals is the first step and is the foundation of basic accounting knowledge for anyone who works for a business performing accounting and bookkeeping tasks and using an accounting program. Knowledge of knowing the Accounting Cycle and how to record transactions will help in being efficient and an asset to any business.

**When can I get started?** You can get started on this course anytime your schedule permits.

**How does this courses work?** Once registered, you will receive a welcome email from your instructor with your login to access the course students page and to get started. On the course page, the lessons are laid out in an easy step-by-step format, with a Get Started Guide and lessons comprising of materials, instructional videos, exercises and resources.

**Where can I access the course from?** This course is online and access is 24/7 from anywhere using a computer.

**How long does the course take?** You have three-months access to the course; an access expiry date is assigned at registration. The hours to complete this course is approximately 35 hours. On average, for people who are not working will complete the course in one to two weeks. For people who are working, on average it takes three to four weeks to complete.

**Who's the Instructor?** Sue du Puy shares 30+ years of business, accounting and bookkeeping experience with you. She has consulted and trained hundreds of Bookkeepers, Accountants and Business Owners across Canada and beyond. Sue cares about her students and is committed to ensure her students learn skills and prepares them in moving their career to the next level.

**How do I contact the instructor for questions or if I need help?** Your instructor is there to ensure you succeed in the course and is in communication with you thought-out the course. Each exercise is reviewed by the instructor and feedback is provided. If additional help is needed, you can either call or email your instructor.

**Do I Receive a Certificate?** Yes, a certificate is issued to students who successfully complete the required exercises.

**Do you provide Verifiable hours for CPD (Continuing Professional Development) credits?** Yes, we provide students who make a request, a letter on qualifying verifiable hours.

**How Do I Register?** We offer easy online registration, select the Register button on the page. We accept payment with Visa, MasterCard, PayPal, e-Transfer and Cheques. We do not accept American Express. Registration and payments are secure, and we do not share or sell your information. If you prefer to register over the phone, please give our office a call (855) 422-5861.