

## Accounting Fundamentals Course

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**Course Fee: \$325 + Tax**

**35 Course Hours**

**24/7 Online Access**

**Assigned Instructor**

**Prerequisites: None**

**Certificate Course**

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### Course Description:

In this course, you will learn the basics of accounting fundamentals and the foundation of knowledge required in accounting and bookkeeping in addition, 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 lesson exercises and check your knowledge quizzes to help you learn. In addition, you are assigned an instructor for questions and 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 anytime
- Course Outline and Syllabus
- Getting Started Guide
- Assigned instructor for support and to answer questions
- Instructional video tutorials
- Hands-on exercises and resources
- Check Your Knowledge Quizzes
- Certificate upon completion

## 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 and Expenses Invoices 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 is currently working in an office in administration, data entry, or bookkeeping wants to advance their knowledge in basic accounting. This course is also ideal for new business owners starting a business. Registrants should be proficient in English, reading, writing and oral.

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

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

**How do the courses work?** Once you submit your registration, we begin processing it, and your account login is set up. Next, you will receive your login email 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 online with 24/7 access from anywhere using 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 hours to complete the course are 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 Do the Video Tutorials Work?** The instructional videos are streamed and accessed from the course page. They are easy to view on a computer using a video player. Videos can be viewed multiple times at your pace.

### What are the Computer Requirements?

- ✓ A computer with an internet connection (Desktop or Laptop)
- ✓ Video player to view videos
- ✓ Adobe Reader to read PDF documents and Exercises are fillable PDFs
- ✓ Printer to print course materials

**Who’s the Instructor?** Sue Dupuy shares 35+ years of business, accounting and bookkeeping experience. She currently consults and trains hundreds of Bookkeepers, Accountants and Business Owners across Canada and beyond. Sue is passionate about her students and committed to preparing them to advance 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; they are reviewed, and feedback is provided. If you have questions or require help, your instructor is available by email or phone.

**Do I receive a Certificate?** Students receive a certificate after completing the course exercises, quizzes and final exercise.

**How Do I Register?** Registration is easy and online; on the course page, select the Register button, read the terms and conditions, complete the students and billing information, enter payment info and submit. We accept payment by Visa, MasterCard, and e-Transfer. We do not accept Debit or American Express.

We take registrations by phone with payments by Cheque or Credit Card; phone our office at (855) 422-5861. Registration and payments are secure; we do not share or sell your information to anyone for any reason.