

Basic Bookkeeping Online Course

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| Course Fee: \$660 + Tax (CAD) | 60 Course Hours | 24/7 Online Access |
| Assigned Instructor | Prerequisites: None | Certificate Course |



Olds College is proud to partner with Simply Training to deliver high-quality Canadian accounting courses, combining industry expertise with practical learning for student success.

This Basic Bookkeeping Course is a bundle of two courses:

(1) Accounting Fundamentals (2) Sage 50 Accounting Course 1

Course Description:

After completing this Basic Bookkeeping Course, you will have the basic bookkeeping skills to work in a business, completing data-entry, Accounts Receivable and Accounts Payable. You will experience the simplicity of learning Accounting Fundamentals and bookkeeping Compliance and become experienced in Canada's most popular Accounting Program, Sage 50 Accounting 2025. You will be an asset to any business!

You'll begin with the Accounting Fundamentals Course to learn accounting terminology the accounting cycle, understand Debits and Credits and Journal Entries, record daily business transactions of revenue, expenses, payroll basics, learn how to complete account reconciliations, and experience how to prepare Financial Statements of a Trial Balance, Statement of Earnings (Income Statement) and Balance Sheet.

After completing the Accounting Fundamentals Course, you move on to the Sage 50 Accounting Course 1 to learn and experience the Sage 50 Accounting Program and apply the knowledge gained from the Accounting Fundamentals Course. You begin navigating Sage 50 and setting up the books for a new company. Then, you'll move into learning how to automate features and functions and customize the company's Chart of Accounts. Finally, you'll learn to record transactions in the General Journal, Sales Invoices and Customer Payments, Purchases and Expenses, payments by Cheque, EFT and e-transfers, Sales Tax reporting and payments, Bank Transactions and reconciliation, and complete a business's month-end Financial Statements and Reporting.

Simply Training has years of experience and a deep understanding of how people learn best. We do not teach from a book, as many institutions do; instead, we teach from experience and how businesses operate today. Our instructional videos offer more than just demonstrations of recording transactions; they provide information on bookkeeping, office procedures and processes. We use Canadian content, best practices, and consultants' tips and tricks.

This course stands apart from traditional classroom and online programs. We stay up to date with industry trends, consistently updating our materials to reflect current Canadian content, including taxation, CRA rules, regulations, and guidelines. Our training methods are designed to provide comprehensive support for your learning. There are no fillers—every part of the course is built around what businesses need today. Plus, you won't be on your own—students are paired with a dedicated instructor for support throughout the course.

This course offers excellent value! Join thousands of Canadians who have completed our training, found jobs, started businesses, and improved their bookkeeping efficiency. Check out our testimonials to hear about their experiences and success stories.

Course Includes:

All course materials are included in the course fee (no additional costs) and are as follows:

- Course access for six (6) consecutive months, 24/7, from anywhere, any time
- Course Outlines and Get Started Guides
- Assigned an instructor for support and to answer questions
- Accounting Fundamentals Course: Instructional lesson video tutorials and exercises
- Sage 50 Accounting Course 1 Instructional materials in PDF and video tutorials
- Access to the Sage 50 Accounting 2025 Students Program (for educational use only)
- Certificate upon completion
- Accounting Fundamentals Course and Sage 50 Course 1 Badges

Courses and Topics:

(1) Accounting Fundamentals Course Part One: The 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

(1) Accounting Fundamentals Course 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

(2) Sage 50 Accounting Course 1 Topics:

- ✓ Navigating in Sage 50 Accounting (Canadian)
- ✓ Creating a company in Sage 50 Accounting
- ✓ Understanding the importance of Settings and Preferences, and automating the company
- ✓ Understanding and editing the Chart of Accounts
- ✓ Understanding the purpose and use of Linked Accounts
- ✓ Printing the Chart of Accounts
- ✓ The General Journal and recording General Journal Entries
- ✓ Service Items
- ✓ Receivables Introduction and Customer Setup
- ✓ Sales Invoices, Customer Payments and Sales Receipts
- ✓ Customer management and maintenance
- ✓ Accounts Receivable Reporting
- ✓ Payables Introduction and Vendors Setup
- ✓ Recording Purchases, Bills and Expenses
- ✓ Processing Payments by Cheque, EFT, e-transfers, and Credit Cards
- ✓ Vendor management and maintenance
- ✓ Accounts Payable Reporting
- ✓ Credit Card Charges and Payments
- ✓ Learn how to undo and adjust transactions to avoid errors
- ✓ Recurring Transactions and other time-saving features
- ✓ Sales Tax Reporting and Payments
- ✓ Banking Transactions: Transfer Funds and Deposit Slips
- ✓ Bank Account Reconciliation
- ✓ Banking Reports
- ✓ Financial Statement Reporting: Trial Balance, Income Statement, Balance Sheet
- ✓ Report Centre and generating many reports
- ✓ Daily processes and Month-end procedures
- ✓ Importance of Database Management and Company Backups

Course Requirements and FAQ:

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

Who should take this course? Anyone looking to start a career in bookkeeping or currently working in an office would like to advance their knowledge and skills. Also, anyone new to Sage 50 Accounting wants to learn to use the program proficiently (office staff, assistants, data entry clerks, Bookkeepers, Accountants) or anyone wishing to update their Sage 50 Accounting skills and learn the automated features to save time. Registrants must be proficient in English, reading, writing, and oral language.

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

How do 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 courses for six (6) consecutive months; you are assigned an access expiry date in your login email. The hours to complete the courses are approximately 60 hours, including reading lesson material, completing and submitting exercises and viewing videos. Therefore, you should schedule 60 course hours within the six (6) months period.

How Do the Videos Work? The instructional videos are streamed and accessed from the course page. They are easily viewable on a device with a video player. Videos can be viewed multiple times to learn at your own pace and on your schedule.

Which Sage 50 Accounting Program is used in this course? The course exercises use the Sage 50 Accounting 2025 Premium Students Program. The Student Program is designed for registered students and provides them with the opportunity to gain experience working with Sage 50, preparing them to be job-ready.

Which Sage 50 Accounting Program is this course applicable to? The course applies to all Sage 50 Accounting Canadian Programs: Sage 50 Cloud Accounting, Sage 50 Pro, Premium and Quantum Accounting. Sage 50 Accounting 2025-2013 and Simply Accounting 2012.

Note: In 2019, Sage 50 Accounting was renamed Sage 50cloud. The core program remains the same across all Sage 50 Accounting programs; the addition of the word 'Cloud' is merely a name change, reflecting Sage's subscription pricing model. The term "Cloud" refers to a specific Sage 50 add-on that uses Remote Data Access for a company. It is either a server or a computer program that provides remote access, allowing users to work online or offline. Also, Simply Accounting is the same program name as Sage 50 Accounting; the name was changed in 2012.

What are the Computer Requirements?

- ✓ A Windows computer with Windows 10 or 11 (Desktop or Laptop)
- ✓ A computer with an internet connection
- ✓ Video player to view videos
- ✓ PDF Reader to download and read PDF documents.
- ✓ The Accounting Fundamentals Course utilizes fillable PDFs for exercises, which can be opened with Microsoft Edge, Google Chrome, or Adobe Reader browsers.
- ✓ A printer (optional), if you choose to print the course materials.

Note: This course requires a computer running Windows OS. If you want to use a MAC computer, you must use a Parallel program to partition the hard drive and install the Windows OS for MAC. You will incur additional setup fees and may need to enlist the help of a professional IT specialist specializing in Mac computers. It is easier to use a Windows OS computer.

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. They also receive the Accounting Fundamentals Course Badge and the Sage 50 Course 1 Badge.

Do you provide Verifiable hours for CPD credits? Yes, we provide students with a letter upon request.

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.