



## Basic Bookkeeping Online Course

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

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### **This Basic Bookkeeping Course is a bundle of two courses:**

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

### **Course Description:**

By completing this Basic Bookkeeping Course, you'll gain the practical skills needed to work in a business performing basic accounting data-entry and basic bookkeeping for a small business. You'll understand accounting fundamentals, bookkeeping compliance, and become proficient in Canada's most popular accounting software, Sage 50 Accounting 2025 with Accounts Receivable and Accounts Payable. With these skills, you'll be a valuable asset to any business or organization!

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 and payroll, 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 computerized accounting, using 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. You will perform data-entry of recording transactions in the General Journal, Sales Invoices and Receipts, Purchases and Expenses, Payments by Cheque, EFT, e-transfers and credit cards, Sales Tax reporting, Bank Transactions and reconciliation, and complete a business's month-end Financial Statements and Reporting.

At Simply Training, we bring years of experience and a deep understanding of how people learn best. Unlike traditional programs that rely solely on textbooks, we teach from real-world experience and how businesses operate today. Our instructional videos go beyond simply showing transactions—they cover bookkeeping, office procedures, and practical processes. Using Canadian content, industry best practices, and expert tips and tricks, we prepare you for success in the workplace.

This course is different from any other online or classroom course. We remain current in the industry, regularly update our course materials, and provide comprehensive Canadian content, including taxes, CRA rules, regulations, and guidelines, as well as training techniques to support your learning. We also do not waste your time or money with filler courses; course content is developed based on what businesses need today. Plus, you'll have an instructor assigned to guide you and answer your questions every step of the way.

This course provides exceptional value! Join the thousands of Canadians who have completed the course and are working today. Ensure to read our students' testimonials about those who have found employment or started a business, and how they learned to streamline their accounting to improve accuracy and save time.

## 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 Getting Started Guide
- Assigned an instructor for support and questions
- Accounting Fundamentals Course: Instructional lesson video tutorials and exercises
- Sage 50 Accounting Course 1 Instructional lesson materials and video tutorials
- Sage 50 Accounting 2025 Students Program (for educational use only) (instructor provides the download)
- Certificates upon completion
- The 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 course prerequisites for this course.

**Who should take this course?** This course is ideal for anyone working or seeking work in office administration, data entry, or bookkeeping who wants to enhance their skills. It is also well-suited for new business owners.

**How will these courses benefit me?** Start with the basics of accounting and gain the skills every business values. These courses are essential for anyone who handles any aspect of accounting, data entry, or bookkeeping using an accounting program. Additionally, a solid understanding of basic accounting—compliance, the accounting cycle, and the concept of “balancing”—and the ability to use an accounting program will make you an asset to any business.

### What are the Computer Requirements?

- ✓ A desktop or laptop computer with Windows OS 10 or 11
- ✓ Video player to view videos
- ✓ PDF Reader to download and read PDF documents
- ✓ This course uses Fillable PDFs for exercises in the Accounting Fundamentals Course
- ✓ A printer (optional), to print the course materials
- ✓ System Requirements for the Sage 50 Program: Processor operating at a minimum of 1.0 GHz, 4 GB RAM, 4 GB hard disk space.

**Note:** We do not recommend using a Mac computer due to the high additional costs. You need additional software to run a Parallel program, such as Boot Camp, to partition the hard drive and install Windows. Simply Training does not provide computers for this course.

**Which Sage 50 Accounting Program is used in this course?** This course provides the Sage 50 Accounting 2025 Premium Student Program for registered students; there are no additional fees. The program is used to complete hands-on data-entry exercises to help students gain extensive experience. This course provides development and the practical skills to become 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, the name Sage 50cloud was added and is the same core program across all Sage 50 Accounting programs; the addition of the word 'Cloud' is an additional feature of the Remote Data Access add-on; additional subscription fees apply. Also, Simply Accounting is the same name as Sage 50 Accounting; the name was changed in 2012.

**What are the computer skills requirements?** Students must have basic knowledge of working with computers and the internet, and of using File Explorer to download and organize course materials. They will learn how to use Fillable PDFs (video training provided) and must know how to send emails with attachments to send files back and forth to the instructor.

**How long does the course take?** Your login account provides access to the course for six (6) consecutive months, and your access expiry date will be included in your login email. The course takes approximately 60 hours to complete, including reading the lessons, completing and submitting exercises, and watching the videos. Please plan to schedule about 60 hours of study time within your six-month access period.

**About the Instructor?** Meet your instructor, Sue Dupuy. With decades of experience, she has mentored hundreds of bookkeepers, accountants, and business owners across Canada to develop new skills and advance their accounting knowledge. Her passion and strive for excellence ensure that students gain the skills and confidence needed to succeed in their careers.

**Course language:** All course materials are available in English only. Students must be proficient in English, reading, writing, and oral communication.

**When can I get started?** You can start the course whenever it works for you, on your schedule —everything is available online. Everyone can join—no application or admission requirements, you can start learning today!

**How does the course work?** After you submit your registration, we will begin processing it and set up your account login. You will then receive an email with your login details so you can access the course and get started. On the course page, the lessons are organized step-by-step and include a Getting Started Guide, the course syllabus and lesson materials.

**How do I access the course?** The course is delivered online and offers 24/7 access from any location through a computer with an internet connection.

**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.

**How do I contact the instructor with questions and support?** An instructor will be assigned to guide you and provide ongoing support throughout the course. After registration, you will receive an email from your instructor to establish contact. All submitted exercises will be reviewed and returned with feedback. If you need assistance, your instructor can be reached by email or phone.

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

**How Do I Register and Make Payment?** Registration for courses is online, and all 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 Canadian debit and credit cards.
- 6) Step 4: Submit the registration. The student receives confirmation of registration via email. The Biller receives the payment receipt and confirmation of the student’s registration.

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

If you have additional questions, please give us a call, 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.