

## Basic Bookkeeping Online Course

---

**60 Course Hours**

**24/7 Online Access**

**Course Fee: \$600 + Tax**

**Certificate Course**

**Assigned Instructor**

**Prerequisites: None**

---

### Course Description:

After completing this Basic Bookkeeping Course, you will have gained skills to work in a business doing basic bookkeeping transactions for a small business. In addition, you will experience the simplicity of learning Accounting Fundamentals, Bookkeeping Compliance and experience in Canada's most popular Accounting Program, Sage 50 Accounting. You will be an asset to any business!

This package consists of two courses; Accounting Fundamentals Course and Sage 50 Level 1 Course. You'll begin with the Accounting Fundamentals Course to learn accounting terminology, the accounting cycle, understand Debits and Credits of Journal Entries, record daily business transactions of revenue, expenses and payroll, 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 proceed and learn the Sage 50 Accounting Program. The Sage 50 Accounting Level 1 Course starts with navigating the program and creating and setting up a new company's set of books. Then you'll move into settings to learn how to automate features and functions and customize the company's Chart of Accounts. Next, you'll learn to record transactions in journals such as the General Journal, Revenues and Sales Invoices, Expenses and pay bills, Sales Tax payments, Banking Transactions, and you'll complete a business's month-end of Financial Statements and Reporting.

Simply Training has years of experience designing courses, and we understand how people learn best! Our instructional videos offer more than just demonstrations of recording transactions; they provide information on bookkeeping, office procedures, all Canadian content, best practices and many consultants' tips and tricks.

This course is different from any other online or classroom course. We always remain current in the accounting industry and provide all Canadian content with Canadian taxes, CRA rules, regulations and guidelines, and training techniques to understand how people learn best! We don't waste your time with filler courses; we provide you with what you need to succeed in today's offices and businesses. We also do not leave you in the dark; you are assigned an instructor to contact for the course duration to help you set up and questions.

This course provides exceptional value! Join the thousands of Canadian office workers, Bookkeepers, Accountants and Business Owners who have completed our courses successfully and are now working as Bookkeepers efficiently and confidently. Ensure to read our testimonials of students who have completed the course and how it has helped them find work or have started their own business.

**(1) Accounting Fundamentals 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

**(2) Sage 50 Accounting Level 1 Course Topics:**

- ✓ Navigating in Sage 50 Accounting (Canadian)
- ✓ Creating a company in Sage 50 Accounting
- ✓ Understanding the importance of Settings and Preferences and automating the system
- ✓ Editing the Chart of Accounts and understanding the purpose of Linked Accounts
- ✓ Recording General Journal entries and other daily transactions
- ✓ How to un-do or adjust transactions and to easily make corrections
- ✓ Customer management and maintenance, Sale Invoices, and Customer Payments
- ✓ Accounts Receivable and Accounts Payable
- ✓ Vendor management and maintenance, bills, expenses and payments by Cheque, Cash and Credit Cards
- ✓ Company Credit Cards Charges and maintenance
- ✓ Sales Tax Reporting and Payments, Recurring Transactions and other time-saving features
- ✓ Banking transactions; Transfer Funds, Deposit Slips, Reconciliation for Bank and Credit Card Accounts
- ✓ Financial Statement Reporting: Trial Balance, Income Statement, Balance Sheet
- ✓ Report Centre and generating many reports
- ✓ Month-end process and procedures
- ✓ Importance of Database Management and backing up a company

**Course Includes:**

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

- Course Outlines and the Get Started Guides for both courses
- Assigned instructor for support and to answer questions
- Accounting Fundamentals Course Instructional lesson video tutorials and exercises
- Sage 50 Accounting Level 1 Instructional lesson video tutorials
- Sage 50 Accounting Level 1 hands-on, step-by-step exercises and resources
- Sage 50 Accounting 2021 Students Program (for educational use only)
- Six months (6) course access, 24/7 anytime from anywhere
- Certificate upon completion of each course

**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. Also, anyone new to Sage 50 Accounting and wants to learn to use the program proficiently (office staff, assistants, data-entry personal, Bookkeepers, Accountants) or anyone who wants to update their Sage 50 Accounting skills and learn automated features to save time.

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

**How do courses work?** Once registered, your registration is processed, and your login account is created. Next, you receive the welcome email with your login information to access the course and get started. On the course page, lessons are structured in an easy step-by-step format, with the Getting Started Guide and lessons comprising of materials, instructional videos, exercises and resources.

**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 account provides access to the courses for six months (6); an access expiry date is assigned at registration. The hours to complete both courses is approximately 60 hours. On average, people who are not working will complete the courses in four weeks. For people who are working, the average is two to three months to complete.

**How Do the Video Tutorials Work?** The instructional video tutorials are accessed from the course page and are easy to view; videos can be viewed multiple times to learn at your own pace and schedule.

**Which Sage 50 Accounting Program is used in this course?** The course exercises use the Sage 50 Accounting 2021 Students Program (Premium). The Students Program is provided for students to gain experience using the software. Today Businesses use the 2021 program, and we help students to be prepared and job-ready.

**Which Sage 50 Accounting Program is this course applicable to?** The course applies to all Sage 50 Accounting Canadian Programs: Sage 50 Accounting 2021, Sage 50cloud (renamed in 2019), Sage 50 Accounting 2020 to 2013, and Simply Accounting 2012. To the Editions of Sage 50 Pro, Premium, Quantum.

**Note:** In 2019, Sage 50 Accounting changed the name to Sage 50cloud; there is no difference, only a name change. The name change reflects the add-on cloud solutions that can be used with the program. It is a desktop program. Also, Simply Accounting is the same program as Sage 50 Accounting Canadian; the name was changed in 2012.

### What are the Computer Requirements?

- ✓ A computer with Windows 8.1 or 10 (Desktop or Laptop)
- ✓ Internet connection
- ✓ Video player to view videos
- ✓ Adobe Reader to read and save PDF documents
- ✓ Printer to print documents and exercises

Note: MAC computer can be used for this course if it has the Windows OS installed. The MAC computer hard drive will need to be partitioned with a program like Apple Boot Camp. Windows OS is installed on the partitioned hard drive. We encourage setup to be completed by an IT professional, and fees may apply.

**Who's the Instructor?** Sue Dupuy shares 30+ years of business, accounting and bookkeeping experience. She has consulted and trained hundreds of Bookkeepers, Accountants and Business Owners across Canada and beyond; she is an expert on the Sage 50 Accounting Program. Sue cares about her students and is committed to ensuring they learn the skills needed and prepare them to move their careers 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 communicates with you throughout the course. For all courses, students submit exercise reports; the instructor reviews submissions and provides feedback. In addition, your instructor is available by phone or email and offers remote support to students when needed.

**Do I receive a Certificate?** Yes, students receive a certificate after completing the course.

**Do you provide Verifiable hours for CPD (Continuing Professional Development) credits?** Yes, we provide students with a letter upon request.

**How Do I Register?** We offer easy online registration; select the Register button on the course page. Payment is accepted by Visa, MasterCard, PayPal, and e-Transfer. Unfortunately, Visa Debit Cards and American Express are not accepted. To make payment by cheque, please call the office (855) 422-5861.

Registration and payments are secure, and we do not share or sell your information. If you prefer to register over the phone, please call our office at (855) 422-5861.



**Note:** The Basic Bookkeeping Course is also included in the **All-Inclusive Bookkeeping Course**; when you register for this course, it consists of the Accounting Fundamentals Course, Sage 50 Level 1 and Level 2 Courses; the combined courses save money.