

# BOOKKEEPING CERTIFICATE COURSE

## 16 WEEKS

### **Accounting Fundamentals**

In this course students will be introduced to accounting concepts and procedures. Students will learn about debits and credits and how to analyze and record business transactions. Students will learn the accounting cycle from journalizing and posting to doing trial balances. They will also learn how to prepare worksheets and financial reports including how to adjust and close a Trial Balance.

In addition to these concepts students will look at banking procedures and cash control as well as payroll concepts and procedures including employee taxes. They will also have an understanding of the employers' tax responsibilities.

### **Simply Accounting with Payroll**

Simply Accounting is one of Ontario's most widely used Accounting Software package. In this course, students learn how to set up and interact with the different ledgers in Simply Accounting to support small business activities. In addition, students will perform General Ledger, Accounts Payable, Accounts Receivable and Payroll transactions as well as creating Business Reports. Students will learn how to manage the Advanced features of the different Ledgers in Simply Accounting to support small business activities. In addition, students perform atypical transactions in those ledgers and create complex reports and graphs.

### **QuickBooks**

QuickBooks is one of most widely used Accounting software packages in Ontario. In this course, students will learn how to set up up new Data Files, set up Vendors and Customers Lists, Process A/P and A/R Transactions, and Create Reports and Graphs in QuickBooks to support small business activities. Students will also learn how to manage the advanced features of the different Ledgers in QuickBooks to support small business activities.

### **Financial Accounting**

In this course students are introduced to Special Journals such as Sales and Cash Receipts and Purchases and Cash payments. Advanced topics such as the Synoptic Journal and preparing a Worksheet for a merchandising company are also covered.

Other topics covered include accounting for bad debts, accounting for merchandise inventory and how Partnerships and Corporations work.

### **ACCPAC**

In this course, students learn to set up and interact with the General Ledger, Accounts Payable and Accounts Receivable ledgers.

- General Ledger Account Types
- Setting up the General Ledger
- Posting Transactions and Batches to the General Ledger
- Setting up Accounts Payable
- Entering Invoices & Printing Cheques
- Setting up Accounts Receivable
- Entering Invoices & Printing Receipts