



BOOKKEEPING BASICS

Duration: 20 hours of instruction

Learning Objectives

On successful completion of the Bookkeeping Basics course, learners will understand and work through basic bookkeeping processes sufficiently to do books for a small business.

Manual Bookkeeping Skills & Concepts

- Familiar with accounting terminology.
- Properly record the financial transactions of a business in a journal utilizing specific headings.
- Awareness of the Goods and Services Tax and optional methods of payment.
- Post the results in a ledger utilizing the Chart of Accounts of the business.
- Prepare a trial balance for the accountant.
- Prepare a basic payroll
- Familiar with the purpose and preparation of the worksheet and year end adjusting journal entries.
- Familiar with the preparation of the financial statements and their purposes.

Manual provided

Evaluation:

Completion of assignments	80% or more
Attendance	80% or more

Certificate of completion on successful completion

Calendar Description:

Bookkeeping Basics

Do you require bookkeeping knowledge for your job or for your small business? Learn the fundamentals of the double entry bookkeeping system. Learn how to maintain a set of books and understand the principles involved. Topics include financial statement terminology, the theory of debit/credit, the mechanics of bookkeeping, setting up journals, synoptics, basic payroll and more. Expect homework. Includes manual.