



PROGRAM OVERVIEW

The Bookkeeping Essentials 101 – Full (BE101 FULL) enables participants to learn how to track their own business revenue and expenses utilizing a reputable computerized accounting software. The course's approach enables participants to eliminate the fear of uncertainty and gain greater control over their business financials, utilizing bookkeeping software, to achieve business success.

Type of Training: Bookkeeping and Financial Management

Program Length: 14 weeks

INSTRUCTIONAL DELIVERY METHOD(S)

- Lectures
- Demonstration of best practices utilizing reputable accounting software
- Action-driven assignments
- Experiential learning using tools and procedures

STUDENT GROUPING

Individual, 1:1 instructional training, in person or via long distance learning

START DATE

Open for enrollment

TRAINING INCLUDES

- 14 one-on-one instructional learning sessions of 1 hour each
- Instructional E-manual of bookkeeping best practices and procedures
- Live video conference for tutoring, for long distance learning
- Access to tools and processes
- Learning how to master the application of a bookkeeping software

PROGRAM OUTLINE

Learn how to track your own business revenue and expenses properly. This bookkeeping course is invaluable to your business success and can be scheduled at your convenience. You will develop the knowledge and skills to track your bookkeeping performance efficiently. The curriculum includes 5 course components as listed.

DEFINED INSTRUCTIONAL OBJECTIVES

Understand the fundamentals of using bookkeeping software to master the bookkeeping knowledge and procedures. This includes:

- Review profit and loss statements, balance sheets, and other management reports
- Adopt and implement daily, weekly, monthly bookkeeping procedures
- Apply best bookkeeping practices directly to the specific accounting operations

MEASURABLE LEARNING OUTCOMES

Application exercises that prove the student is capable of using the bookkeeping software to apply the bookkeeping principles to their own business requirements. This includes:



- Maintaining up-to-date and accurate monthly financial records
- Meeting all government tax deadlines related to GST, PST, payroll, and corporate filings

ASSESSMENT METHOD(S)

- Assessment will be conducted after each module to evaluate student's ability to apply the knowledge and use the bookkeeping software.
- Weekly assignments to reinforce the application of concepts learned
- Reviews of the bookkeeping entries and ledgers will be conducted

COURSE COMPONENTS

MODULE 1: Fundamentals of Financial Management utilizing reputable software

Understanding financial reports
Tips for effective cash flow
Planning weekly, monthly, quarterly and annual activities
Apply best practices to their business

MODULE 2: Getting Started with Bookkeeping 101 utilizing reputable software

How to install and backup accounting software ,
How to set up company info, customize chart of accounts, link accounts, and enter opening balances from previously filed financials
Application exercises to incorporate their learning in their business environments

MODULE 3: Processing of Bookkeeping Transactions utilizing reputable software

Design customized invoice template if required
How to process sales invoices, customer payments, and bank deposits
Generate accounts receivable tracking and analysis reports
Process supplier invoices, bill payments, debit credit card purchases and payments
Create recurring transactions
Set up job costing
Generate accounts payable tracking and analysis reports.

MODULE 4: Analysis and Reconciliations utilizing reputable software

Analyze HST/GST tracking accounts
Process/file HST/GST returns using general ledger detail and balance information
Perform monthly bank and credit card reconciliation in accounting system
Generate standard and comparative financial reports for monitoring and progress.
Review additional management reports available in the accounting software program relevant to business needs

MODULE 5: Reporting and Fiscal Year End Preparation utilizing reputable software

Yearend reconciliations and preparation of package for accountant's review
Develop the checklist of tasks to ensure the books are organized and accurate for the year end financials and tax return preparation



TRAINING COURSE TUITION

Tuition Fees	GST	TOTAL COSTS
\$1000	\$50	\$1050

PAYMENT OPTIONS:

ONE TIME PAYMENT OF \$1050