PROGRAM OVERVIEW

This simplified program is ideal for new business start-ups. It teaches bookkeeping basics and provides a streamlined process to help businesses manage their bookkeeping functions efficiently and accurately utilizing reputable bookkeeping software. From the very beginning, owners will develop the skills to get on top of their bookkeeping and hit the ground running.

Type of Training: Bookkeeping and Financial Management

Program Length: 7 weeks

INSTRUCTIONAL DELIVERY METHOD(S)

- Lectures
- Demonstration of best practices utilizing one of the following bookkeeping software:
  - QuickBooks – desktop or online versions
  - Sage 50 (formerly Simply Accounting)
  - WAVE
- Action-driven assignments
- Experiential learning through tools and procedures

STUDENT GROUPING

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

START DATE

Open for enrollment

TRAINING INCLUDES

- 7 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
- Practice on tools and processes
- Learning how to master the application of a bookkeeping software

PROGRAM OUTLINE

This unique bookkeeping training program provides the participants the essential skills to perform their own business bookkeeping, using reputable bookkeeping software. It consists of 4 modules that are covered with an effective action-driven approach. This hands-on learning program enables participants to apply the knowledge to their specific business situation in a timely manner, using their bookkeeping software.

DEFINED INSTRUCTIONAL OBJECTIVES

Understand the fundamentals of financial management and how it is applied on a bookkeeping software program. This will include:

- Review profit and loss statements and balance sheets
- Adopt and implement daily, weekly, monthly bookkeeping procedures

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 basic government tax deadlines as applicable

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

TRAINING COURSE TUITION

Tuition Fees	GST	TOTAL COSTS
$500	$25	$525

PAYMENT OPTIONS:

ONE TIME PAYMENT OF $525