

Basic Bookkeeping Skills

Course Description

The course will provide an overview of the fundamental principles and terminology that will apply when using accounting software programs. This is a required prerequisite for the Sage 50 or Quickbooks courses if no other bookkeeping training or background exists.

Course Duration: 8 hrs

Basic Skills Checklist

The following list summarizes skills that students will be comfortable with after this course.

- Manual bookkeeping using journals and ledgers
- Rules of debit and credit
- Double-entry accounting
- Chart of Accounts and categories
- Types of Journals
- Ledgers and Sub-ledgers
- Accrual Accounting
- Accounting Terminology
- Learn what assets, liabilities and equity are
- Produce an income statement
- Prepare a balance sheet
- Trial balance

Course Prerequisites

There are no prerequisites for this course.

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