

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 Fee: \$299 +GST 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.

All our courses are backed by our guarantee. We provide authorized vendor manuals for every course, vendor approved practice exercises, free backup and support. Please check with us about our free refresher policy.

