



Personal & Small Business Bookkeeping/Quickbooks Course

Tax season getting you down? The Learning Company is pleased to announce a new comprehensive Personal & Small Business Bookkeeping/QuickBooks Course. This 36 hour course will run on Thursday evenings from 6:00 pm - 9:00 pm and Saturday mornings from 9:00 am - 12:00 pm.

During this course you will learn the basic theories of bookkeeping as well as develop a firm understanding of how manual bookkeeping works. After mastering the fundamentals of manual bookkeeping, participants will then learn the QuickBooks program.

Whether you are attempting to balance your books for the first time or simply wishing to update yourself, you will leave this course with the skills and confidence to effectively tackle your personal or small business bookkeeping needs.

Course Outline

Theory & Manual Bookkeeping

- What is Bookkeeping?
- Bookkeeping Definitions and Categories
- Classify Accounts According to their Categories
- Rules of Debits and Credits
- What is the Accounting Equation
- Record Typical Bookkeeping Transactions in a General Journal
- Posting Transactions to the General Ledger
- Recording Transactions to Special Journals
- Prepare a Trial Balance
- Recording Petty Cash
- PST & GST
- Bank Reconciliation Statement
- Payroll
- Preparing a Balance Sheet and Income Statement

QuickBooks

- Getting started
- Setting up QuickBooks
- Working with Lists
- Working with Bank Accounts
- Using other accounts in QuickBooks
- Entering sales information
- Receiving payments and making deposits
- Entering and paying bills
- Analyzing financial data
- Setting up inventory
- Tracking and paying sales tax
- Doing payroll with QuickBooks
- Estimating and progress invoicing
- Tracking time
- Customizing forms and writing QuickBooks letters



Thursday Evenings 6:00 pm - 9:00 pm, Saturday Mornings 9:00 am - 12:00 pm for six weeks
\$599 Per Participant

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