

BOOKKEEPING CERTIFICATE

How do you manage the finances of a business? Whether you are an entrepreneur, running a family business, or just looking to advance your career and add to your skill set, this Bookkeeping Certificate will provide you with the knowledge needed to measure, and manage, the financial health of your business. This program focuses on cash basis accounting.

No one will care more about the financial health of your business than you! It's imperative that you understand how the process works and are able to complete the accounting cycle accurately and in a timely fashion. Even if you plan to outsource your bookkeeping needs, you should still understand how the process works. No one should be clueless when it comes to the finances of their business.

The Bookkeeping Certificate courses must be taken in the below order (the classes build off each other):

- **Understanding Debits and Credits:**

In this course, you will learn about the accounting equation and the five categories involved in every business (Assets, Liabilities, Owner's Equity, Revenue and Expenses). Every financial transaction falls into one or more of these categories. Learn how to create a chart of accounts that meet the needs of your business. You will learn how double entry bookkeeping works and the process of recording debits and credits. This course will show you how to identify, analyze and record transactions using journal entries under the cash basis accounting method.

- **General Ledger and Month End Procedures:**

In this course, you will learn how to post journal entries to the correct general ledger accounts impacted by each transaction. This course will show you how to make sure your general ledger balances at the end of each month by preparing an unadjusted trial balance. You will learn how to look for errors when you don't balance, and how to determine to correct entries. After posting correcting entries and/or adjusting entries, you will verify debits and credits equal with an adjusted trial balance. This course also goes through the steps of performing monthly bank reconciliations.

- **Closing Procedures and Financial Statements:**

This course shows you how to create a worksheet used to adjust the account balances and prepare the financial statements. Use your financial statements to measure performance, make improvements and set goals. The final step covered in this course is closing your books and preparing them for the next accounting period; this is done by journalizing and posting closing entries.

CEUs/ILUs: 4.8 Length (in hours): 48 Price in CAD \$665.00

BOOKKEEPING CERTIFICATE UNITS

Understanding Debits and Credits

Unit 1

The Accounting Equation and Categories

- The Accounting Equation
- The Five Accounting Categories
- The Chart of Accounts
- Account Placement
- Activity - Categorizing Accounts
- Cash Basis Accounting vs. Accrual Basis Accounting

Unit 2

Debits and Credits

- T-Accounts
- Debits and Credits
- Double Entry Bookkeeping
- Analyze Financial Activities (Transactions)

Unit 3

Assets, Liabilities, and Owner's Equity

- Recording Transactions for Assets
- Recording Transactions for Liabilities
- Recording Transactions for Owner's Equity

Unit 4

Revenue and Expenses

- Recording Transactions for Revenue
- Recording Transactions for Expenses
- Activity - Recording Transactions

General Ledger and Month End Procedures

Unit 1

The General Ledger

- What is the General Ledger
- Why must the general ledger balance
- Posting to the general ledger
- Activity ~ Posting to The General Ledger

Unit 2

The Unadjusted Trial Balance

- What is the unadjusted trial balance
- Verify debit and credit balances
- Finding errors
- Activity - Find The Errors

Unit 3

Correcting Entries and Adjusting Entries

- Determine correcting entries
- Adjusting entries and how to prepare them
- Posting correcting entries and adjusting entries to the general ledger
- Activity - Preparing Entries and Posting to General Ledger

Unit 4

The Adjusted Trial Balance

- Verify the accuracy of the adjusted trial balance
- Prepare monthly bank reconciliations
- Activity - Prepare a Bank Reconciliation

Closing Procedures and Financial Statements

Unit 1

Prepare a Worksheet

- What is a worksheet
- Columns included in the worksheet
- Completing each column

Unit 2

The Income Statement

- Review the worksheet columns for the Income Statement
- Prepare the income statement
- Determine a profit or loss

Unit 3

The Balance Sheet

- Review the worksheet columns for the Balance Sheet
- Prepare the balance sheet

Unit 4

Closing Entries and Statement of Changes in Owner's Equity

- Prepare post-closing entries for revenue and expense accounts
- Prepare a statement of changes in owner's equity
- Applying year-end steps monthly or quarterly