

Basic Elements of Bookkeeping Certificate Program (non-credit)
 Program Guide 2022-2023

Course Name:	Course Code:	Course Description	Course Hours:	Textbook Required:
Basic Elements of Bookkeeping Level 1	MSBK 010	Learn bookkeeping from the ground up. Become trained in journalizing transactions, posting to the various ledgers, creating financial statements and year-end adjustments, and closing the books at year-end. Online assignments are based on practical situations. Valuable if you have a small business, belong to a non-profit group or need to upgrade your job skills. No bookkeeping experience required. Manual included.	18	No – Course Manual included
Basic Elements of Bookkeeping Level 2	MSBK 020	This course builds on the concepts and skills developed in the popular Bookkeeping Level 1. Continue to record transactions, and expand your skills to include merchandising and manufacturing companies, partnerships and corporations. Sales tax remittances, payroll calculations and remittances, amortization, gain/loss on disposal of capital assets, inventory, interest, some analysis of financial statements and the organization of source documents are topics covered. Manual included. This course includes a final project that covers Level 1 and Level 2.	18	No – Course Manual included
QuickBooks Level 1	CMQM 030	Learn QuickBooks and the fundamentals of accounting for small business for billing, generating estimates, collections, inventory management and payroll. Record daily transactions, avoid costly interest and payroll penalties, and deal effectively with GST/PST and Canada Revenue Agency. Learn to reduce audit and accounting costs. This course includes hands-on experience with weekly assignments. Textbook purchased separately. Prerequisites: Computer Basics or equivalent, keyboarding skills, plus some experience in bookkeeping or Manual Bookkeeping Level 1 & 2.	18	TBD

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QuickBooks Level 2	CMQM 040	Building on the skills acquired in Level 1, this course deals with creating new company files, bank reconciliation, credit & debit cards, security, budgets, managing inventory features. Also covers additional payroll features and foreign currencies. This course includes a final project that covers QuickBooks Level 1 and Level 2. Textbook purchased separately. Prerequisites: QuickBooks Level 1 or equivalent experience.	18	TBD
SAGE50 Simply Accounting Level 1	CMSA 010	Simply Accounting is used by more than 400,000 Canadian businesses. Whether you sell services or products, learn how to manage all your daily accounting needs. Acquire skills in this system's fully integrated general ledger, inventory, accounts receivable, accounts payable and payroll modules. Generate meaningful reports, analyze your financial data and improve your business strategies! Best used with Windows-based PC. Textbook purchased separately. Prerequisites: Computer Basics or equivalent, keyboarding skills, plus some experience in bookkeeping.	18	TBD
SAGE 50 Simply Accounting Level 2	CMSA 020	Building on the skills acquired in Level 1, this course deals with setting up data files, bank reconciliation, credit card usage, security, budgets, projects and extra inventory features. Also covers additional payroll features and foreign currencies. This course includes a final project that covers Sage 50 Level 1 and Level 2. Prerequisites: Simply Accounting Level 1 or equivalent experience.	18	TBD