



## JB Training Services Inc

#3400, 10180 – 101 Street

Edmonton, AB T5J 3S

Ph. 780 851 3603 [www.startup2scaleup.io](http://www.startup2scaleup.io)

### Accounting Basics for Non-Accountants

This live, instructor-led course provides an easy to learn, easy to use, introduction to accounting for non-accountants. Today, with so many computerized accounting programs making it easy to record sales and expenses, few people learn how the “behind-the-scenes” operations work. They don’t know the difference between a Debit and a Credit, or a Journal Entry and a General Ledger.

Because of this, they often lack the skill to properly analyze their bookkeeping data to determine if it is entered correctly, or if adjustments need to be made. And if they delegate the bookkeeping job to someone else, they can leave their business vulnerable to unintentional errors, increased taxes and penalties, or even theft.

This accounting course takes you behind the scenes and teaches you how proper bookkeeping is done. Using a manual bookkeeping system, you will learn how to go from “Data Entry” to “Reconciliations” to producing Financial Statements you can understand and depend on.

**Government Funding may be available to cover 2/3 of the cost**

#### **Maximum 8 students per class**

**Cost: 27 instructional hours** (9 sessions at 3 hours/session)

**\$1,299.00 plus GST**

#### **Course materials:**

- Accounting Basics: An Introduction for Non-Accounting Majors (Print and eLab) **\$60.00 plus GST**

#### **Dates and location to be scheduled** (Zoom and/or In-Class)

In this live course you will learn about:

- Evaluating Transactions (Instructional time: 3 hours)
  - The Accounting Equation
  - Using Account Names & Descriptions
  - Evaluating & recording transactions
  - Creating your Chart of Accounts
- The Accounting Cycle (Instructional time: 3 hours)
  - Analyzing Business Transactions
  - Recording Journal Entries
  - Generally Accepted Accounting Principals (GAAP)
  - Preparing the Unadjusted Trial Balance
  - Closing Entries
  - Preparing Financial Statements
- Journal Entries & T-Accounts (Instructional time: 3 hours)
  - Using Debits & Credits
  - Using T-Accounts
  - Using General & Special Journals
  - Using General & Subsidiary Ledgers



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- Adjusting Entries (Instructional time: 3 hours)
  - Creating a Trial Balance
  - Working with Adjusting Entries
  - Working with Depreciation
  - Preparing the Adjusted Trial Balance
- Financial Statements & Closing Entries (Instructional time: 3 hours)
  - Preparing an Income Statement
  - Preparing the Statement of Owner's Equity
  - Preparing the Balance sheet
  - Setting Up the Statement of Cash Flows
  - Closing the Entries
  - Completing the Post-Closing Trial Balance
- Computerized Systems, Cash, & Payroll (Instructional time: 3 hours)
  - Safeguarding Cash
  - Recording Petty Cash
  - Preparing a Bank Reconciliation
  - Reconciling Journal Entries
  - Determining Payroll Calculations and Journal Entries
- Financial Statement Analysis (Instructional time: 3 hours)
  - Completing a Horizontal Analysis
  - Completing a Vertical Analysis
  - Calculating Liquidity Ratios
  - Calculating Solvency Ratios
  - Calculating Profitability Ratios
- Accounting and Computerized Software Systems (Instructional time: 3 hours)
  - QuickBooks Online
  - QuickBooks Desktop
  - Xero
  - Wave
- Comprehensive Exercise (3 hours)

A Certificate of Completion will be issued for completion of the course, and a Certificate of Outstanding Accomplishment will be issued upon successfully passing an exam with a mark of 80% or better.

For more information, please call Jacqueline (Jackie) Bernal at 780 966 9675

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