



dANA NÄYE VENTURES COURSE OUTLINE

Introduction To Bookkeeping

INSTRUCTOR: Corain Driscoll **TELEPHONE:** (867) 668-6925
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COURSE LENGTH: 15 Hours

REGISTRATION

FEE: \$375.00 + GST

COURSE INFORMATION

PREREQUISITES:
N/ A

COURSE DESCRIPTION:

An introductory course designed to teach the student the fundamentals of manual bookkeeping.

COURSE GOALS:

Upon completion of the course students will be able to:

- Select a chart of accounts
- Identify and categorize accounts by type
- Setup and use a synoptic journal
- Make general journal entries
- Setup and use a general ledger
- Prepare bank reconciliations
- Create and understand financial statements

MAJOR COURSE OBJECTIVES:

The objective of this course is to enable the student to setup and maintain a manual bookkeeping system.

COURSE FORMAT:

Lecture, demonstration

COURSE REQUIREMENTS**ATTENDANCE AND PARTICIPATION**

Students are required to be in attendance for the duration of the course to receive a certificate.

QUIZZES:

N/ A

ASSIGNMENTS:

Students will need to complete in class and take home assignments.

DETERMINATION OF FINAL MARK:

N/ A

TEXT AND MATERIALS:

A manual and workbook are provided.

QUIZZES, TERM EXAMS, AND FINAL EXAM:

N/ A

GRADES ON TRANSCRIPT:

N/ A