



dANA NÄYE VENTURES COURSE OUTLINE

Record Keeping

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COURSE LENGTH: 3 Hours

REGISTRATION

FEE: \$55.00 + GST

COURSE INFORMATION

PREREQUISITES:

N/ A

COURSE DESCRIPTION:

A one evening seminar designed to help businesses organize and manage their files. Students are encouraged to bring their files with them for the evening.

COURSE GOALS:

Upon completion of this course students will be able to:

- Identify what tools are needed to create and maintain an organized record keeping system
- Handle outgoing invoices and sales receipts
- File bank statements, financial statements, all general correspondence and miscellaneous items
- Handle paid and unpaid invoices
- Know what is pertinent
- Setup files for handling Revenue Canada

MAJOR COURSE OBJECTIVES:

The objective of this course is to provide the student with the ability to organize and manage their records and filing system.

COURSE FORMAT:

Lectures, demonstration, and lab time.

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:

In class assignments

DETERMINATION OF FINAL MARK:

N/ A

TEXT AND MATERIALS:

A manual is provided

QUIZZES, TERM EXAMS, AND FINAL EXAM:

N/ A

GRADES ON TRANSCRIPT:

N/ A