



COMPUTERIZED BOOKKEEPING CERTIFICATE



BUSINESS

COMMUNITY

INDUSTRY

COMPUTERIZED BOOKKEEPING CERTIFICATE

Refer to the Continuing Studies Course Catalogue or online at www.mhc.ab.ca/continuingstudies for dates, times & prerequisites for the following Computer classes.

INTRODUCTION TO BOOKKEEPING

Introductory theory-based course designed for individuals who will be doing books for small businesses. Delivers the necessary theory and fundamental practices to pursue computerized bookkeeping projects.

- Understand the accounting cycle and accepted practices
- Enter transactions into journals including: Accounts Receivable/Payable, Inventory & Payroll transactions
- Post to ledgers
- Prepare trial balances and financial statements
- Complete year end procedures

Course ID: CA 0001

SAGE 50 - LEVEL 1

A hands-on business simulation in which students will create and post a complete set of books using Sage 50. Even if you have not upgraded to Sage 50, this class will be suitable for those using Simply Accounting.

- Set up and maintain a company's books
- Enter transactions in all journals of Sage 50
- Correct and adjust entries
- Produce reports and statements

Course ID: CT 0065

SAGE 50 - LEVEL 2

The tips and tricks of Sage 50 will get the software doing more of the work for you.

Features include:

- Program security
- Recurring entries
- Make CCRA payments for payroll and GST
- Prepare budget reports
- Job costing or Departmentalized tracking
- Record the sale of service
- Credit cards and sales taxes

This class will be suitable for those using Simply Accounting.

Course ID: CT 0066

To register: 403.529.3844

SAGE 50 RECONCILIATIONS

Use the bank reconciliation and deposit slip features to automate your banking transactions and any journal entries they produce. This feature is versatile and can be used to reconcile any account that includes statements, including credit cards. Suitable for those using Simply Accounting.

Course ID: CT 0067

QUICKBOOKS – LEVEL 1

QuickBooks is a very commonly used accounting program in business. Many accountants are suggesting the program to their clients because it is easy to use, even for those with only basic bookkeeping skills. This course is a hands-on practical application of the program that will give you the confidence to set up and maintain a set of company books.

Course ID: CT 0074

TAKE CHARGE OF YOUR FILES AND PHOTOS

Organize all of your files, whether they are data, photos, videos or music.

- Organize your files into file folders,
- Upload pictures from your digital camera
- Save the files attached to e-mails
- Copy or move files to portable storage devices like CDs or flash drives

Students are encouraged to bring cameras or flash drives.

Course ID: CT 0091

MICROSOFT WORD LEVEL 1A: FUNDAMENTALS

An introduction to Microsoft Word - discover the basics of creating great Word documents including:

- Enter and edit text
- Create, save, and edit Word files
- Format your text
- Spelling and grammar checks

Course ID: CT 0016

MICROSOFT WORD LEVEL 1B: FORMATTING FOR CLARITY

Add clarity and improve the appearance of your documents.

- Set, use and modify tabs
- Align paragraphs and adjusting spacing
- Add bullets or numbers to your text
- Use page numbers, headers and footers
- Adjust margins, orientation and page layout

Course ID: CT 0017

MICROSOFT EXCEL LEVEL 1A: FUNDAMENTALS

You will discover the basics of creating Excel spreadsheets:

- Navigate the MS Excel window
- Enter and edit cell contents
- Build spreadsheets
- Save and edit spreadsheet files
- Create basic formulas

Course ID: CT 0031

MICROSOFT EXCEL LEVEL 1B: SPREADSHEET SOLUTIONS

You can improve the function and appearance of your spreadsheets by:

- Attractively format and print your spreadsheets
- Create formulas and functions
- Understand relative and absolute addresses in formulas
- Use multiple sheets in one workbook

Course ID: CT 0032

MICROSOFT EXCEL: FORMULAS AND FUNCTIONS

Improve your formula writing skills so that you can create worksheets that are more efficient.

- Understand the math behind functions & formulas so you can create better spreadsheets
- Create seemingly complex formulas and functions with ease
- Practice your new formula writing skills using various real world examples

Course ID: CT 0041

C O N T A C T

For more information, please contact Shannan:
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To register:
403.529.3844

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