

# Computerized Bookkeeping Simply Accounting

Being an accountant involves much more than simply crunching numbers. Accounting systems are constantly changing with advances in technology and professionals need to keep up-to-date to remain competitive and efficient.

Ashton's week-long Simply Accounting course is designed for both professionals and those pursuing a career in accounting. This course will teach students the basic principles and uses of Simply Accounting, one of the most popular accounting programs in the world.

Through lectures, demonstrations and case studies, students will learn practical applications of the program. This course will teach students how to set up company files and enter transactions for accounts receivables, accounts payables and inventories. The managing of capital expenses, multi-currency transactions, bank reconciliations, payroll, customized reporting features, credit card payment and receipts will also be covered. Enter company histories and learn such important topics as network security, projects, and setting budgets.

This course will prepare you to work with the accounting software for home offices and small businesses, so that you can build your skills for career advancement in the growing field.

# Computerized Bookkeeping Simply Accounting

## Who should take this Course?

Ashton College's Simply Accounting course is anyone who needs to be fully up-to-date on the latest accounting software. It is designed for both professionals and those pursuing a career in accounting, as classes are held in the evening so students can keep working while building their skills for career advancement.

## Course Format

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## Program Format

The program extends over one week and includes 20 hours of evening instructional time from 5:00 pm to 9:00 pm, Monday to Friday.

## Program Benefits

- Use company files and enter transactions for general ledger, accounts receivables, accounts payable, inventory and the managing of capital expenses
- Set up multi-currency transactions, bank reconciliations, payroll, customized reporting features, credit card payment and receipts

## Course Description

Students taking this course can expect to learn about:

- Sales Taxes
- General journal transactions
- General ledger setup
- Accounts payables basic transactions
- Accounts receivables basic transactions
- Setup payables and receivables

Upon completion of this course students will receive a Certificate of Attendance in Computerized Bookkeeping Simply Accounting.