

Simply Accounting 2010



Skills for Change
Diversity at Work™

TechSkills offers only instructor-led classes. Our classes are limited in size so you have more hands-on interaction with the instructor. We provide experienced instructors, quality training materials and competitive pricing.

Take the lead in getting a job - learn Simply Accounting!

This course is designed to give you knowledge of Simply Accounting 2006. You will learn the different uses for each module and journal, be able to set up a company from a template of accounts and print and understand the various reports produced in Simply Accounting.

- Utilize the various journals in the Simply window, entering, adjusting and deleting transactions as needed
- Set up a company, adding all information needed to run such company
- Effectively use the payroll module to pay an employee either by salary or hourly rate, adjusting paychecks and reversing paychecks
- Produce all reports that would likely be needed for the close out period of the company
- You'll learn how to perform monthly and year-end processing

Pre-requisites

Bookkeeping test; Basic knowledge of Windows

Certificate offered

Participants receive a certificate of completion

Registration

Register in person, or online at www.skillsforchange.org/techskills/register

Course Materials – Textbook required for this course costs \$75 and includes a training software for practice at home

Tuition tax credit forms will be issued.

More information : Please call 416.658.3101 x216

| Start Date | Day of the Week | | | | | | | Location | |
|---------------|-----------------|---|-------|---|-------|---|---|----------|----------|
| | S | M | T | W | T | F | S | Toronto | Brampton |
| March 22 | | ✓ | | ✓ | | | | ✓ | |
| Time | Weeks | | Hours | | Fee | | | | |
| 6:30p - 9:30p | 4 | | 24 | | \$270 | | | | |

TechSkills
AFFORDABLE TRAINING

Toronto
791 St. Clair Avenue West

Brampton
21 Nelson Street West

www.skillsforchange.org/techskills