Practical Bookkeeping Class Syllabus

Course Title: Practical Bookkeeping

Course Duration: 8 Modules

Class Schedule Options:

- **Option 1:** 5 days a week, 3 hours per session
- **Option 2:** Saturdays, 8 hours per session

Module Duration: 4 hours each

Course Description

This course is designed to provide students with a thorough understanding of bookkeeping principles, practices, and the skills needed to manage financial records in small to medium-sized businesses. The course covers basic accounting principles, journal entries, ledgers, trial balances, financial statements, and the use of accounting software.

Course Objectives

- Understand the fundamentals of bookkeeping and accounting.
- Learn to record financial transactions accurately.
- Develop the ability to manage accounts payable/receivable.

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- Prepare and analyze financial statements.
- Gain proficiency in using accounting software.

Course Outline

Module 1: Introduction to Bookkeeping

- Definition and importance of bookkeeping
- Accounting vs. bookkeeping
- The bookkeeping cycle

Module 2: Using Accounting Software (e.g., QuickBooks, Xero)

- Introduction to software interface
- Setting up a company profile
- Recording transactions electronically

Module 3: Basic Accounting Principles

- Double-entry system
- The accounting equation (Assets = Liabilities + Equity)
- Chart of accounts

Module 4: Recording Transactions

- Journals and ledgers

- Debits and credits
- Common bookkeeping transactions

Module 5: Managing Accounts Payable/Receivable

Recording supplier invoices and customer payments

- Aging reports
- Managing bad debts

Module 6: Bank Reconciliation

- Importance of reconciliation
- Steps to reconcile bank statements
- Identifying and correcting discrepancies

Module 7: Payroll Management

- Payroll calculations
- Tax deductions
- Record-keeping for payroll

Module 8: Trial Balance, Adjusting Entries, and Preparing Financial Statements

- Preparing a trial balance
- Identifying and correcting errors
- Making adjusting entries
- Preparing the income statement, balance sheet, and cash flow statement

Final Project and Review

- Practical bookkeeping project
- Comprehensive review of course material
- Q&A session

Required Materials

- Laptop
- Notebook, calculator, and access to accounting software

Contact Information:

- **Instructor Email:** info@bkeilcpa.com
- **Office Hours:** 8 am to 5 pm, Monday to Saturday
