



Accounting Basics

Upon successful completion of this course, students will have knowledge of manual bookkeeping techniques, accounting terminology and GAAP principles standard in any bookkeeping environment.

This course requires basic Windows skills (PC Basics Certification) and Introductory Excel skills are greatly encouraged. On completing this course, students will more easily start to use computerized accounting programs and have a much greater understanding of accounting concepts. This course is instructor led and 9 hours of instructional time.

The following is a summary of concepts learned in the course

- Why bookkeeping
- Cash vs accrual method of accounting
- Transactions
- How transactions affect the Chart of Accounts
- Time Frames of Financial Statements
- Personal Income Statements
- Personal Net Worth Statements
- Developing a Chart of Accounts
- Financial Statement Terminology
- Account Numbers
- Account Order
- Bookkeeping for Debits and Credits
- Balance Sheet Accounts
- Income Statement Accounts
- Double Entry Concept
- General Journal
- Posting to the ledger
- Preparing a Trial Balance
- Purchases Journal
- Sales Journal