



Small Business Accounting and Bookkeeping Training Program Syllabus

Course Description

The curriculum and material are covered at a basic to intermediate level. Students are not required to have any prerequisite courses or training. They will learn accounting and bookkeeping by performing actual hands-on, real-world, practical work they would encounter on the job. Students learn real-world knowledge by working on and completing multiple manual and QuickBooks accounting practice sets consisting of realistic-looking and colorful source documents: customer sales invoices, vendor invoices, cash receipts and disbursements, employee time sheets and paychecks, bank statements, etc. In addition, students master keyboarding and ten-key at an advanced level of proficiency.

Educational Objectives

This training program specializes in preparing adult students for entry and middle-level positions in the accounting and bookkeeping field as accounting clerks and bookkeepers trained for jobs in the areas of general accounting, bookkeeping, billing, and collection, accounts payable, and payroll.

Length and Sequence/Frequency of Classes

The program is 600 hours and seven months. Mondays through Thursdays, eighteen hours per week.

Schedule of Total Charges for a Period of Attendance and Estimated Total Charges for Entire Program

The total charges for a period of attendance are based on the number of hours of student attendance times the average hourly estimated total tuition charge of \$11.67 ($\$7,000 \div 600$ hours). The estimated total charges for the entire program are \$7,500: registration \$100, tuition \$7,000, and materials and supplies \$400.

Method of Instruction

Onsite Method of Instruction

Onsite class sessions are conducted by a dedicated instructor at the school's four-classroom facility located in the central San Diego City area of Kearny Mesa. The site is in a professionally maintained business park with sufficient student parking and special needs access. The inside of the school is configured in a modern, clean, and professional office setting with adequate heating and cooling systems, natural light, etc.

Training Resources and Materials

The training program utilizes proprietary curriculum and training materials. They were developed and designed by the CPA owner, operator, and instructor with over fifty years of accounting and finance experience. The training materials include multiple manual and QuickBooks accounting practice sets of books. Students learn to set up a company's accounting records, process the monthly transactions, summarize the activity, reconcile the bank account, and prepare and analyze the financial statements. Throughout the program students are also tested using comprehensive multiple choice and true/false testing, as well as a large volume of practical exercises covering every module of the program.



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Program Syllabus-Sequential Outline of Subject Matter, Skills to be Learned

WEEKS 1 & 2: ORIENTATION; WORLD OF ACCOUNTING; MASTERING THE CALCULATOR; TEN-KEY-BY-TOUCH; BUSINESS AND MENTAL MATH; SIMPLE AND COMPOUND INTEREST

Student Orientation; School Disclosures; Student Rights; Career Goals; World of Accounting; Tools of the Trade; Ten-Key by Touch; Ten-Key Worksheets; Mastering the Calculator; Sales Tax Keys; Sale/Cost/Margin Keys; Percentage Keys; Basic Math Review; Basic Math Quizzes; Mastering Mental Math; Mental Math Exercises; Understanding Simple and Compound Interest.

WEEKS 3 & 4: INTRODUCTION TO ACCOUNTING; ACCOUNTING EQUATION, DEBITS AND CREDITS

Introduction to Accounting; The Accounting Equation; Introduction to Debits and Credits; Entering Debits and Credits into General Accounts; T Accounts: A Debit and Credit Memory Tool; Transactions Using Debits and Credits and the General Ledger; Instructor-Led Debit & Credit Worksheets; and Multiple Debit and Credit Comprehensive Debit and Credit Practice Sets.

WEEKS 5 & 6: ACCOUNTING PRINCIPLES, CONCEPTS, PROCESS; TIME, CALENDAR, DATES; WORLD OF ACCOUNTS; THE SIX JOURNALS; GENERAL LEDGER; FINANCIAL STATEMENTS; RATIO ANALYSIS

Accounting Principles, Concepts and Process; Accounting for Time, Calendar, Dates; The World of Accounts; The Chart of Accounts; The Six Journals; The General Ledger; The Five General Ledger Account Types; General Ledger Account; Financial Statements; Financial Ratio Analysis.

WEEKS 7 & 8: ACCOUNTING FOR CASH AND ACCOUNTS RECEIVABLE

Definition, Importance, and Nature of Cash; Types of Cash and Cash Equivalents; Importance of Controlling Cash; Cash Receipt and Disbursement journals; General Ledger Cash Account; Cash Receipt and Payment Transactions; Petty Cash; Bank Reconciliations; Definition and Nature of Accounts Receivable; Types of Accounts Associated with Accounts Receivable; Record Accounts Receivable Transactions into Journals and Ledgers; Calculate the Value of Accounts Receivable.

WEEK 9: FIRST MANUAL ACCOUNTING & BOOKKEEPING PRACTICE SET–JS LANDSCAPING COMPANY

Read and Review Step-By-Step Instructions; Review Chart of Accounts; Set Up General Ledger; Enter Transactions into the Six Journals Using Debits and Credits; Foot and Cross Foot the Journals to Verify the Debits and Credits Equal; Post the Journal Total Debits and Credits to the General Ledger Accounts; Update the General Ledger Account Balances; Prepare Trial Balance; Reconcile the Bank Account; Prepare the Balance Sheet, Income Statement, and Financial Ratio Analysis.

WEEKS 10 & 11: INVENTORY, PREPAID EXPENSES, FIXED ASSETS, AND DEPRECIATION

Accounting for Inventory; Definition, Nature of inventory; Basic Inventory Transactions; Inventory Operating Cycle; Three Types of Inventory; Four Methods of Valuing Inventory; Inventory Turnover Rate; Markup and Margin Definitions; Selling Price Equation; Markdowns; Accounting for Prepaid Expenses; Definition of a Prepaid Expense; the Prepaid Expense Worksheet; Accounting for Fixed Assets and Depreciation; Definition and Types of Fixed Assets; Determine Cost; Definition and Purpose of Depreciation; the Four Depreciation Methods; Disposition of fixed assets.



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WEEK 12: SECOND MANUAL ACCOUNTING & BOOKKEEPING PRACTICE SET—ANDERSON LAW FIRM

Read and Review Step-By-Step Instructions; Review Chart of Accounts; Set Up General Ledger; Enter Transactions into the Six Journals Using Debits and Credits; Foot and Cross Foot the Journals to Verify the Debits and Credits Equal; Post the Journal Total Debits and Credits to the General Ledger Accounts; Update the General Ledger Account Balances; Prepare Trial Balance; Reconcile the Bank Account; Prepare the Balance Sheet, Income Statement, and Financial Ratio Analysis.

WEEK 13: ACCOUNTS PAYABLE, ACCRUED EXPENSES, ACCOUNTING FOR ERRORS

Accounting for Accounts Payable; Accounts Payable Concepts, Definitions, Functions, and Processes; Infinite Variety of Suppliers, Goods, and Services Affecting the AP Process; AP Purchasing/Payment Cycle; AP Payment Terms and Discounts; Manual AP Processing vs Computerized AP Processing; Basic Tools of An AP Clerk; Definition of Accrued; Definition of Accrued Expenses/Liabilities; Effect of Accrued Expenses/Liabilities on Financial Statements; Types of Accrued Expenses; Purpose and Method of Recording Accrued Expenses/Liabilities; How to Maintain Control Over Accrued Expenses/Liabilities; Definition of an Accounting Error; How Accounting Errors Occur; Different Types of Errors; How to Find Accounting Errors; How and When to Correct an Error.

WEEK 14: THIRD MANUAL ACCOUNTING & BOOKKEEPING PRACTICE SET—ATLAS ARCHITECT

Read and Review Step-By-Step Instructions; Practice Set Includes Two Months of Activity; Complete One Full Month Before Moving On To the Next Month; Review Chart of Accounts; Set Up General Ledger; Enter Transactions into the Six Journals Using Debits and Credits; Foot and Cross Foot the Journals to Verify the Debits and Credits Equal; Post the Journal Total Debits and Credits to the General Ledger Accounts; Update the General Ledger Account Balances; Prepare Trial Balance; Reconcile the Bank Account; Prepare the Balance Sheet, Income Statement, and Financial Ratio Analysis.

WEEK 15: ACCOUNTING FOR PAYROLL AND PAYROLL TAXES

Introduction and Overview of Payroll; Payroll History and Laws; Importance of Thorough Payroll Records; Employee hiring procedures; Typical Payroll Processes and Procedures. Six Categories of Workers; Employees vs Independent Contractors; Exempt vs Non-Exempt Employees; Four Categories of Exempt Employees; Payroll Transactions; Payroll Definitions, and Records Used in Payroll Accounting; How to Calculate Regular and Overtime Pay; Comp-time; Federal and State Tax Deductions; When Wages are Taxable; Rules for Depositing Federal and State Payroll Tax Deposits; Payroll Tax Forms; Complete a Full Manual Payroll Practice Set

WEEK 16: MID-TERM GENERAL JOURNAL ENTRY EXAM; KEYBOARDING AND TEN-KEY PROFICIENCY TESTING; COMPREHENSIVE ACCOUNTING REVIEW OF PREVIOUS SECTIONS

Mid-Term General Journal Entry Exam; Keyboarding/10-Key Proficiency; Review of Accounting Principles and Process; Chart of Accounts; Six Journals; General Ledger.

WEEK 17: FOURTH MANUAL ACCOUNTING & BOOKKEEPING PRACTICE SET FREEDOM FURNITURE STORE

Read and Review Step-By-Step Instructions; Review Chart of Accounts; Set Up General Ledger; Enter Transactions into the Six Journals Using Debits and Credits; Foot and Cross Foot the Journals to Verify the Debits and Credits Equal; Post the Journal Total Debits and Credits to the General Ledger Accounts; Update the General Ledger Account Balances; Prepare Trial Balance; Reconcile the Bank Account; Prepare the Balance Sheet, Income Statement, and Financial Ratio Analysis.



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WEEKS 18 & 19: FIFTH MANUAL ACCOUNTING & BOOKKEEPING PRACTICE SET—BETTY'S BAKERY

Read and Review Step-By-Step Instructions; Review Chart of Accounts; Set Up General Ledger; Enter Transactions into the Six Journals Using Debits and Credits; Foot and Cross Foot the Journals to Verify the Debits and Credits Equal; Post the Journal Total Debits and Credits to the General Ledger Accounts; Post Individual Customer and Vendor Debit and Credit Transactions to the AR and AP Subsidiary Ledgers; Update the General Ledger Account Balances and AR/AP Subsidiary Account Balance; Prepare Trial Balance; Reconcile the Bank Account; Prepare the Balance Sheet, Income Statement, and Financial Ratio Analysis.

WEEKS 20 & 21: INTRODUCTION TO QUICKBOOKS AND FIRST QUICKBOOKS ACCOUNTING & BOOKKEEPING PRACTICE SET-JS LANDSCAPING COMPANY

Introduction to QuickBooks; First QuickBooks Accounting Practice Set; Follow Step-By-Step Instructions; Create a New Company; Set Up Chart of Accounts, Customers, Set Up Charge Item List; Set Up Vendors, Configure QuickBooks for Manual Payroll; Set Up Employees, Enter Transactions; Prepare Trial Balance; Reconcile the Bank Account; Prepare the Balance Sheet, Income Statement, and Financial Ratio Analysis.

WEEKS 22 & 23: SECOND QUICKBOOKS ACCOUNTING & BOOKKEEPING PRACTICE SET-ANDERSON LAW FIRM

Second QuickBooks Accounting Practice; Follow Step-By-Step Instructions; Create a New Company; Set Up Chart of Accounts, Customers, Set Up Charge Item List; Set Up Vendors, Configure QuickBooks for Manual Payroll; Set Up Employees, Enter Transactions; Prepare Trial Balance; Reconcile the Bank Account; Prepare the Balance Sheet, Income Statement, and Financial Ratio Analysis.

WEEKS 24 & 25: THIRD QUICKBOOKS ACCOUNTING & BOOKKEEPING PRACTICE SET—ATLAS ARCHITECTS

Third QuickBooks Accounting Practice; Follow Step-By-Step Instructions; Create a New Company; Set Up Chart of Accounts, Customers, Set Up Charge Item List; Set Up Vendors, Configure QuickBooks for Manual Payroll; Set Up Employees, Enter Transactions; Prepare Trial Balance; Reconcile the Bank Account; Prepare the Balance Sheet, Income Statement, and Financial Ratio Analysis.

WEEKS 26 & 27: FOURTH QUICKBOOKS ACCOUNTING & BOOKKEEPING PRACTICE SET—FREEDOM FURNITURE STORE

Fourth QuickBooks Accounting Practice; Follow Step-By-Step Instructions; Create a New Company; Set Up Chart of Accounts, Customers, Set Up Charge Item List; Set Up Vendors, Configure QuickBooks for Manual Payroll; Set Up Employees, Enter Transactions; Prepare Trial Balance; Reconcile the Bank Account; Prepare the Balance Sheet, Income Statement, and Financial Ratio Analysis.

WEEKS 28 & 29: FIFTH QUICKBOOKS ACCOUNTING & BOOKKEEPING PRACTICE SET—BETTY'S BAKERY

Fifth QuickBooks Accounting Practice; Follow Step-By-Step Instructions; Create a New Company; Set Up Chart of Accounts, Customers, Set Up Charge Item List; Set Up Vendors, Configure QuickBooks for Manual Payroll; Set Up Employees, Enter Transactions; Prepare Trial Balance; Reconcile the Bank Account; Prepare the Balance Sheet, Income Statement, and Financial Ratio Analysis.



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WEEK 30: INTERNAL CONTROL/ETHICS; CREDIT AND COLLECTION; RECORD RETENTION

Internal Control and Ethics; Definition of Internal Control; Objective of Internal Control; Review Ways to Achieve Good Internal Control; Control Over Cash Receipts and Cash Payments; Nature of Accounting Ethics; Importance of Credit in Business; Definition, Types and Uses of Credit; Business vs Consumer Credit; Credit Ratings, Scores, and Rating Agencies; Government Regulation; Collection Principles; Collection Process; Fair Debt Collection Practice Act (FDCPA); Prepare Friendly, Diplomatic Demand Collection Letters; Collection agencies and How They Work; Skip Tracing; Credit and Collection Careers and Credit Professional, Trade Associations; Introduction and Overview of Record Retention; A General Guide to Record Retention.

WEEK 31: INTRODUCTION TO BUSINESS LAW

Business Law; Legal Structure and Nature of Business Entities; Business Entity Legal Liability; Key Elements of Contract Law; Uniform Commercial Code; Employment Law; Other Laws Affecting Businesses.

WEEK 32: INTERVIEWING TIPS AND TECHNIQUES; PREPARE COVER LETTER AND RESUME

Practical Interviewing Tips and Techniques; How to Ace An Interview; Instructions and Practice Preparing Cover Letter and Resume.

WEEK 33: COMPREHENSIVE FINALS EXAMS: GENERAL JOURNAL ENTRIES AND MULTIPLE CHOICE

All-Inclusive General Journal Entry Final Exam; Comprehensive Multiple Choice Final Exam Over the Entire Training Program.

How Student Skills are Measured

Student reports of progress, attendance, and grades are summarized and published at the end of each month. Copies are distributed to the students and entered into the student's records. Requirements for Completion: (1) 90% or greater cumulative attendance; (2) minimum cumulative grade-point average of 70%; (3) completion of all exercises/practice sets; and (4) minimum 70% grade on two final exams.