

Simply a Better Way to Learn!



S K I L L S U P G R A D I N G

Basic Bookkeeping – Level 1

Course Introduction

Basic Bookkeeping – Level 1 provides students with an understanding of the double entry system of bookkeeping and provides the essential accounting tools for the workplace. The course is especially beneficial for students planning to take a computer accounting program or use computer accounting in the workplace.

Basic Bookkeeping – Level 1 explains the principles of handling a company's books of accounts, including Accounts Payable, Accounts Receivable, and Payroll. During the course students will practice entering data into journals, posting to ledgers, balancing the ledgers, performing trial balances, and entering adjustments into the records.

Course Prerequisite(s)

None

Course Aim

To provide a basic understanding of bookkeeping functions.

Of Interest to

Those who are interested in a career as a bookkeeper or interested in starting their own business.

Course Breakdown

Lesson 1:

The History of Double Entry Bookkeeping; Personal Income Statements; Personal Net Worth Statements; Developing a Chart of Accounts; Bookkeeping for Debits and Credits; the Double Entry Concept

Lesson 2:

The Books of Original Entry; the Purchases Journal; Vendors' Invoices; the Sales Journal; Sales Invoices

Lesson 3:

Cash Receipts Journal; Cash Disbursements Journal

Lesson 4:

The Company Payroll; Using Deduction Tables; the Payroll Clearing Account; Remitting Payroll Deductions

Lesson 5:

The General Journal; The General Ledger; Posting to the General Ledger; Understanding and Posting Subsidiary Ledgers; the General Ledger Trial Balance

Lesson 6:

Adjusting Entries; Closing the Books; Reversing Entries

Course Notes

Course manual provided for on-going reference.

There is a final exam upon completion of the course. Participants who receive 75% or higher on their exam will receive a certificate.

Next Level

Basic Bookkeeping – Level 2 (BBK99E2)



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