

Accounting Concepts

Tuition: \$399 / 12 hours

Bookkeeping Bundle: Enroll in Accounting Concepts, QuickBooks I and II for \$999



This course is designed to give students a basic understanding of manual accounting and bookkeeping principles for general use.

Course Content

Business Math

- Basic Business Arithmetic
- Business math problem solving
- Most Common Bookkeeping Calculations
- Basic Computer math in Excel
- Excel math formulas

Cash-Flow Statements

- Proper Financial Statement Order
- Cash-Flow Statements
- Direct and Indirect Methods
- Cash-Flow Activities
- Investing, Financing & Operating Activities

Accounting Basics

- Definition of Debit and Credits
- Elements of Financial Statements
- T-Accounts
- Assets, Liabilities, Equity, Revenue, and Expenses
- Individual Transactions
- Net Income / Loss
- General Journal Entry
- General Ledger Entry
- Posting Journal data
- Cost of Goods Sold
- Balance Sheet
- Income / P&L Statement
- Complete Month-end Closing Procedures
- Hands-on, In-class Exercises
- Real-life Case Scenarios