



THE ACCOUNTING ACADEMY

Small Business Bookkeeping & Accounting Program Syllabus by Week

WEEK 1

Orientation; The World of Business; The World of Accounting; 10-Key by Touch; The 10-Key Calculator; Basic Business Math; Mastering Numbers; Simple & Compound Interest

WEEK 2

The Accounting Process; The World of Accounts; The Five General Ledger Accounts; The Accounting Equation; Accounting Rules, Concepts, Conventions; Debits and Credits

WEEK 3

Double-Entry/Debit & Credit Practice; The Six Journals; The General Ledger; Subsidiary Ledgers;

WEEK 4

Manual Accounting & Bookkeeping Practice Set 1: a Landscaping Company

WEEK 5

Manual Accounting & Bookkeeping Practice Sets 2 and 3: a Furniture Store and an Architect

WEEK 6

Manual Accounting & Bookkeeping Practice Set 4: a Retail Bakery

WEEK 7

Accounting for Petty Cash and Cash; Accounts Receivable; Inventory; Mark-Ups & Margins; Fixed Assets

WEEK 8

Mastering QuickBooks Accounting Software: QuickBooks Practice Sets 1: a Landscaping Company

WEEK 9

Mastering QuickBooks Accounting Software: QuickBooks Practice Set 2: a Furniture Store

WEEK 10

Mastering QuickBooks® Accounting Software - QuickBooks Practice Sets 3 and 4: an Architect and a Bakery

WEEK 11

Mastering QuickBooks® Accounting Software - QuickBooks Practice Set 4: complete the Bakery practice set

WEEK 12

Account Payable; Accrued Expenses; Sales & Use Tax; Accounting for Errors; Review Debits & Credits & Journal Entries

WEEK 13

Accounting for Payroll and Payroll Taxes; Working with Microsoft Excel Software

WEEK 14

Mastering QuickBooks® Accounting Software - Practice Set 5 (Final Exam): a Doggie Day Care Center and Retail/Wholesale operation.

WEEK 15

Mastering Peachtree® Accounting Software - Practice Sets 1 and 2: The Landscaping Company and the Furniture Store

WEEK 16

Mastering Peachtree® Accounting Software - Practice Sets 3 and 4: the Architect and the Bakery

WEEK 17

Mastering Peachtree® Accounting Software - Practice Set 4: complete the Bakery practice set

WEEK 18

Mastering Peachtree® Accounting Software - Practice Set 5 (Final Exam): the Doggie Day Care Center and Retail/Wholesale operation.

WEEK 19

Business Law; Internal Control; marketing your skills to employers and clients

WEEK 20

Program Review and Evaluation; Graduation; Granting of Certificates of Completion.