

Small Business Accounting & Bookkeeping Program Synopsis - Page 1 of 2

Length: 4 Months • 17 Weeks • 68 Sessions • 204 Total Hours

SESSION		CLOCK HOURS ASSIGNED TO						
No.	Curriculum	Lecture	Practice	Review	Testing	10-Key	Break	Total
1	The World of Accounting & Bookkeeping	0.75	0.75	0.75	0.50	0.25	0.00	3.00
2	The Accounting & Bookkeeping Process	0.75	0.75	0.75	0.50	0.25	0.00	3.00
3	Double-Entry Bookkeeping	0.75	0.75	0.75	0.50	0.25	0.00	3.00
4	Mastering Debits & Credits - Part 1	0.75	0.75	0.75	0.50	0.25	0.00	3.00
5	Mastering Debits & Credits - Part 2	0.75	0.75	0.75	0.50	0.25	0.00	3.00
6	The World of Business & Money	0.75	0.75	0.75	0.50	0.25	0.00	3.00
7	Accounting & Bookkeeping Concepts & Rules	0.75	0.75	0.75	0.50	0.25	0.00	3.00
8	Mastering Debits & Credits - Part 3	0.75	0.75	0.75	0.50	0.25	0.00	3.00
9	Mastering Debits & Credits - Part 4	0.75	0.75	0.75	0.50	0.25	0.00	3.00
10	Mastering Manual Columnar Worksheets	0.75	0.75	0.75	0.50	0.25	0.00	3.00
11	Organization & Time Management Skills	0.75	0.75	0.75	0.50	0.25	0.00	3.00
12	Balance Sheet & Income Statement Classifications	0.75	0.75	0.75	0.50	0.25	0.00	3.00
13	The Books of Account: The General Ledger	0.75	0.75	0.75	0.50	0.25	0.00	3.00
14	The Books of Account: The Journals-Part 1	0.75	0.75	0.75	0.50	0.25	0.00	3.00
15	The Books of Account: The Journals-Part 2	0.75	0.75	0.75	0.50	0.25	0.00	3.00
16	The Books of Account: The Journals-Part 3	0.75	0.75	0.75	0.50	0.25	0.00	3.00
17	The Books of Account: The Journals-Part 4	0.75	0.75	0.75	0.50	0.25	0.00	3.00
18	The Books of Account: The Journals-Part 5	0.75	0.75	0.75	0.50	0.25	0.00	3.00
19	Posting The Journals to The General Ledger	0.75	0.75	0.75	0.50	0.25	0.00	3.00
20	Posting The Journals to The Subsidiary Ledgers	0.75	0.75	0.75	0.50	0.25	0.00	3.00
21	Summarizing - Reporting - Closing	0.75	0.75	0.75	0.50	0.25	0.00	3.00
22	Practice Set 2	0.75	0.75	0.75	0.50	0.25	0.00	3.00
23	Practice Set 2 - Review	0.75	0.75	0.75	0.50	0.25	0.00	3.00
24	Business Math	0.75	0.75	0.75	0.50	0.25	0.00	3.00
25	Microsoft Excel® Spreadsheet Basics	0.75	0.75	0.75	0.50	0.25	0.00	3.00
26	Mastering Cash - Part 1	0.75	0.75	0.75	0.50	0.25	0.00	3.00
27	Mastering Cash - Part 2	0.75	0.75	0.75	0.50	0.25	0.00	3.00
28	Mastering Cash - Part 3	0.75	0.75	0.75	0.50	0.25	0.00	3.00
29	Mastering Accounts Receivable - Part 1	0.75	0.75	0.75	0.50	0.25	0.00	3.00
30	Mastering Accounts Receivable - Part 2	0.75	0.75	0.75	0.50	0.25	0.00	3.00
31	Mastering Accounts Receivable - Part 3	0.75	0.75	0.75	0.50	0.25	0.00	3.00
32	Mastering Accounts Receivable - Part 4	0.75	0.75	0.75	0.50	0.25	0.00	3.00
33	Mastering Inventory/Mark Ups & Margins - Part 1	0.75	0.75	0.75	0.50	0.25	0.00	3.00
34	Mastering Inventory/Mark Ups & Margins - Part 2	0.75	0.75	0.75	0.50	0.25	0.00	3.00
35	Mastering Prepaids & Fixed Assets	0.75	0.75	0.75	0.50	0.25	0.00	3.00
36	Open/Review	0.75	0.75	0.75	0.50	0.25	0.00	3.00
Program Totals.....		27.00	27.00	27.00	18.00	9.00	0.00	108.00

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SESSION		CLOCK HOURS ASSIGNED TO						
No.	Curriculum	Lecture	Practice	Review	Testing	10-Key	Break	Total
Sub-Total From Page 1.....		27.00	27.00	27.00	18.00	9.00	0.00	108.00
37	Mastering Accounts Payable - Part 1	0.75	0.75	0.75	0.50	0.25	0.00	3.00
38	Mastering Accounts Payable - Part 2	0.75	0.75	0.75	0.50	0.25	0.00	3.00
39	Mastering Accounts Payable - Part 3	0.75	0.75	0.75	0.50	0.25	0.00	3.00
40	Mastering Accounts Payable - Part 4	0.75	0.75	0.75	0.50	0.25	0.00	3.00
41	Mastering Payroll - Part 1	0.75	0.75	0.75	0.50	0.25	0.00	3.00
42	Mastering Payroll - Part 2	0.75	0.75	0.75	0.50	0.25	0.00	3.00
43	Mastering Payroll - Part 3	0.75	0.75	0.75	0.50	0.25	0.00	3.00
44	Mastering Payroll - Part 3	0.75	0.75	0.75	0.50	0.25	0.00	3.00
45	Practice Set 3	0.75	0.75	0.75	0.50	0.25	0.00	3.00
46	Open/Review	0.75	0.75	0.75	0.50	0.25	0.00	3.00
47	QuickBooks® - Getting Started & Orientation	0.75	0.75	0.75	0.50	0.25	0.00	3.00
48	QuickBooks® - Making Sales & Getting Paid	0.75	0.75	0.75	0.50	0.25	0.00	3.00
49	QuickBooks® - Paying Bills & Writing Checks	0.75	0.75	0.75	0.50	0.25	0.00	3.00
50	QuickBooks® - Financial Mgmnt & Practice Set 1	0.75	0.75	0.75	0.50	0.25	0.00	3.00
51	QuickBooks® - Complete Practice Set 1	0.75	0.75	0.75	0.50	0.25	0.00	3.00
52	Basic Business Law & Contracts	0.75	0.75	0.75	0.50	0.25	0.00	3.00
53	QuickBooks® - Practice Set 2 - Part 1	0.75	0.75	0.75	0.50	0.25	0.00	3.00
54	QuickBooks® - Practice Set 2 - Part 2	0.75	0.75	0.75	0.50	0.25	0.00	3.00
55	PeachTree® - Getting Started & Orientation	0.75	0.75	0.75	0.50	0.25	0.00	3.00
56	PeachTree® - Making Sales & Getting Paid	0.75	0.75	0.75	0.50	0.25	0.00	3.00
57	PeachTree® - Paying Bills & Writing Checks	0.75	0.75	0.75	0.50	0.25	0.00	3.00
58	PeachTree® - Financial Mgmnt & Practice Set 1	0.75	0.75	0.75	0.50	0.25	0.00	3.00
59	PeachTree® - Complete Practice Set 1	0.75	0.75	0.75	0.50	0.25	0.00	3.00
60	PeachTree® - Practice Set 2 - Part 1	0.75	0.75	0.75	0.50	0.25	0.00	3.00
61	PeachTree® - Practice Set 2 - Part 2	0.75	0.75	0.75	0.50	0.25	0.00	3.00
62	Business Taxes	0.75	0.75	0.75	0.50	0.25	0.00	3.00
63	Understanding Current & Projected Cash Flow	0.75	0.75	0.75	0.50	0.25	0.00	3.00
64	Budgeting	0.75	0.75	0.75	0.50	0.25	0.00	3.00
65	Financial Reporting & Analysis	0.75	0.75	0.75	0.50	0.25	0.00	3.00
66	Internal Controls • Auditors • Ethics • Fraud	0.75	0.75	0.75	0.50	0.25	0.00	3.00
67	Marketing Your Skills to Employers & Clients	0.75	0.75	0.75	0.50	0.25	0.00	3.00
68	Graduation • Granting of Certificates of Completion	0.75	0.75	0.75	0.50	0.25	0.00	3.00
Program Totals.....		51.0	51.0	51.0	34.0	17.0	0.0	204.0