

Course Outline

Bookkeeping Professional

In as little as four months you can be ready to start making money as a Professional Bookkeeper.

You get everything you need to know in easy-to-understand lessons that take you step by step from the basics of Bookkeeping Equations, the Journal and Entry Systems, Accounts Payable and Receivable, through Payroll and Banking. This outline gives you a preview of what you will learn.



UNIT 1

Getting Started; Course Introduction and Overview

In this introductory lesson, you'll learn just how important bookkeeping services are. You'll discover a wide array of employment opportunities and explore the daily activities of a bookkeeping professional.

Bookkeeping Explained

Examine the basic tools of the bookkeeper, including the journal and two important financial reports—the income statement and the balance sheet. Learn how to differentiate between types of assets and liabilities.

Bookkeeping Equations

Study the accounting equation and the net income equation. Then, you'll discover how these equations link to the income statement and the balance sheet.

The Accounting Cycle

This lesson introduces you to double-entry accounting. You'll also learn about the eight-step accounting cycle. Along the way, you'll examine debits and credits.

The Journal and Entry Systems

Record transactions in the book of original entry—the journal. Learn how to journalize with plenty of double-entry examples. Revisit debits/credits by studying normal account balances.

The Ledger

In this lesson, you'll discover the ledger and the chart of accounts. Post entries from the journal into separate ledger accounts. Use a trial balance to check for mistakes. And, determine how to rectify mistakes with correcting entries.

Also Included

- Business Math Tutor, Part 1
- Quick Reference Card
- Ledger Paper
- Forms for Practice Exercises

UNIT 2

Accounts Receivable

Discover how credit purchases and payments are recorded, both in the journal and in special subsidiary ledgers. Learn how to bill customers and track the payments they make.

Accounts Payable

How businesses handle credit purchases. How businesses record the purchases they make on account, from journalizing to the special subsidiary ledgers. Set up a schedule of creditors, process invoices and purchase orders.

Financial Statements

How to prepare and analyze three important financial statements, including the income statement, the balance sheet and the statement of owner's equity.

Specialized Journals

How to set up and use four different specialized journals: the sales journal, cash journal for receipts, cash journal for payments and the purchases journal.

Depreciation, Merchandising and Sales Tax

Depreciation, including the basic methods and how they affect a business's bottom line. How merchandising businesses track and value their inventory, methods used to price inventory assets and handle entries for sales tax.

The Worksheet

The worksheet—a bookkeeper's tool for completing the accounting cycle, from trial balances and adjusting entries to preparing income statements. Discover how worksheets differ.

Also Included

- Business Math Tutor, Part 2
- How to Read a Balance Sheet
- How to Read an Income Statement

UNIT 3

Closing the Books

In this lesson, you'll learn the specific steps required to close the books at the end of the accounting cycle, including closing entries, posting income and owner's draw and post-closing trial balances.

Banking

Bookkeepers are often responsible for banking duties, including the preparation of bank deposits and balancing the checkbook. Also explore how to handle bounced checks and promissory notes in this lesson.

Payroll Records

This lesson teaches you how to process payroll—from keeping the necessary records in the journal and payroll register to paying the required payroll taxes.

Computerized Bookkeeping

In this lesson, you'll be introduced to computer accounting software options, including QuickBooks and Sage. Then, learn how bookkeepers build and use personal finance software to keep track of their own finances.

Also Included

- Business Math Tutor, Part 3

UNIT 4

Daily Bookkeeping Concepts

Bookkeeping professionals track sales and cash on a daily basis. Learn how cash, daily receipts, petty cash and vouchers are handled. Also, determine the proper journal entries for petty cash records.

Partnerships, Corporations, Non-Profit Organizations

Compare and contrast the elements of partnerships, corporations and non-profit organizations. Learn more about owner's equity as it applies to closing accounts in a partnership. And discover how to fill out IRS form 990 for non-profits.

Discounts, Reversing Entries and Allowances

This lesson teaches you how to journalize purchase discounts and accounts receivable sales discounts. The lesson also discusses reversing entries. Discover how bookkeepers prepare for potential bad debt using allowances for uncollected accounts. Finally, see how to get started as a professional bookkeeper.

Bright Ideas: Sole-Proprietorship Business Project

Your final lesson gives you the opportunity to test your bookkeeping skills with a comprehensive bookkeeping simulation. Journalize, prepare specialized ledger entries, process payroll records, issue and record checks, reconcile bank statements, prepare financial reports.

Career Starter Guide



A U.S. Career Institute exclusive! The Career Starter Guide will give you step-by-step guidance in getting your first job. You'll learn how to create the best résumé for yourself...how to write a letter of inquiry...how to perfect your interview skills and much more.



You can enroll right away through our secure website at <https://enroll.uscareerinstitute.edu> or you can call our toll-free EasySTART line at 1.800.528.7907, Monday through Friday, 9 a.m. to 9 p.m. and Saturday, 10 a.m. to 7 p.m. Eastern Standard Time.

Get Expert Training from U.S. Career Institute...we have over 30 years of experience training busy adults for new moneymaking careers!



Everything you need...books, lessons, learning aids...it's all included with your course!

You'll be specially trained to work as a Bookkeeping Professional for businesses and corporations of all kinds.

U.S. Career Institute courses feature unique, customized learning materials.

- ▶ Each Lesson Book and Supplement is written by industry experts, so you get the most current information.
- ▶ Lessons focus on real-world skills that you will use in your career.
- ▶ Step-by-step format makes learning easier and more rewarding.

When you graduate, you'll be ready to enter the exciting world of bookkeeping—with your up-to-date and in-demand career skills.

There is nothing more rewarding than working in a career where your efforts really help others. And as a trained Bookkeeping Professional, you get all the benefits of helping people and the opportunity to make good money. Plus you will have a secure, moneymaking career in the bookkeeping field. **Start your training today!**



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