

# Basics of Bookkeeping Class Syllabus

Topic	Description	
<b>Starting a Proprietorship</b>	The accounting equation	
	How business transactions change the accounting equation	
	Double-entry bookkeeping	
	Asset transactions	
	Liability transactions	
<b>Analyzing Transactions into Debit and Credit Parts</b>	Owner's Equity transactions	
	T-accounts and their relationship to the accounting equation	
	Four questions used in analyzing a transaction into its debit and credit parts	
	Recording transactions	
	Source documents	
<b>Journalizing Transactions</b>	Four parts of a typical entry	
	Proving and ruling a journal	
	Starting a new page of a journal	
	Creating a chart of accounts	
	Opening an account	
<b>Posting to a General Ledger</b>	Account name	
	Account number	
	Posting (five steps)	
	<b>Worksheets, Making Adjustments, Trial Balances</b>	What is a worksheet and why is it used?
Creating a trial balance (seven steps)		
Adjustments		
Extending account balances		
Calculating net income/loss		
<b>Financial Statements</b>	Finding and correcting errors	
	Income Statement	
	Balance Sheet	
<b>Cash Control Systems</b>	Bank accounts	
	Petty Cash	
<b>Payroll</b>	Analyzing time cards	
	Introduction to Payroll forms and documents	
	Calculating hours worked, total earnings, payroll taxes	
	Payroll register	