

Bookkeeping for Individuals & Small Businesses

This is a self-paced course with continuous enrollment

\$30.00

Anyone who has a bank account, owns property, prepares their own tax returns, runs a household, or makes purchases needs to understand the fundamentals of bookkeeping. Knowledge of the fundamentals of bookkeeping is essential to the success of personal finances and small businesses.

This class presents a simplified step-by-step approach to learning basic bookkeeping-accounting principles and practices suitable for an individual or small business. It is ideal for those who wish to study at their own pace, those who need to learn the basics of maintaining a checkbook, small business accounts, or balance the household budget, or those who need to review these fundamental concepts. The class is aimed primarily at individual, family, or sole proprietorship-type business bookkeeping. With improved bookkeeping skills, each individual, family, or business will gain better command of available resources and help in planning a more profitable future.

The course will deal at length with the following Topics:

- Lesson 1 – Assets, Liabilities, And Owner’s Equity
- Lesson 2 – Business Transactions And Changes In The Fundamental Bookkeeping Equation
- Lesson 3 – The Balance Sheet
- Lesson 4 – The Ledger
- Lesson 5 – Owner’s Equity Accounts
- Lesson 6 – Two-Column General Journal
- Lesson 7 – Posting The General Journal
- Lesson 8 – The Trial Balance And Worksheet
- Lesson 9 – Financial Statements
- Lesson 10 – Closing The Ledger
- Lesson 11 – Cash Systems, Checking Accounts
- Lesson 12 – The Petty Cash Fund

Grading Policy

- A = 100 - 90
- B = 89 - 80
- C = 79 - 70
- D = 69 - 60
- F = 59 – Below

Students have the opportunity to purchase CEU and Course certificates upon successful completion of the course.

This course is worth 2 Continuing Education Units (2 CEUs)

- A score of 90% and above entitles the student to purchase a **Certificate of Academic Excellence**
- A score of 80-89% entitles the student to purchase a **Certificate of Merit**
- A score of 75% entitles the student to purchase a **Certificate of Appreciation**

Certificates cost \$25 and can be purchased after completion of the course.

Disclaimer

This class is for informational or refresher purposes, not certification. It cannot be substituted for any state, government, licensing, or educational requirements.

Questions? Feel free to contact me prior to enrollment in my class at [**webbycyberclasses@yahoo.com**](mailto:webbycyberclasses@yahoo.com)