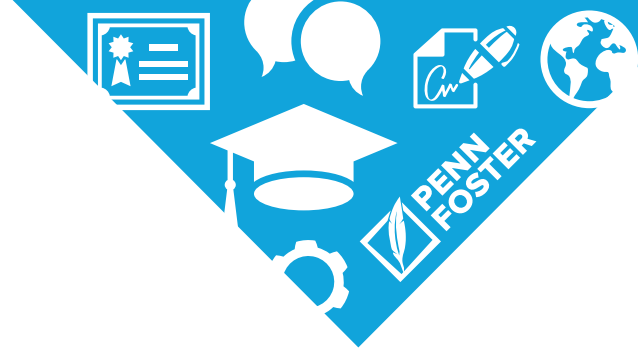


# Bookkeeping

## PROGRAM OUTLINE



### PROGRAM GOAL AND OUTCOMES

#### Program Goal

To prepare graduates for an entry-level career as a bookkeeper via distance learning courses.

Program Outcomes	Courses	Evidence of Learning
Explain financial statements, with attention to detail, from accounting records for organizations	BKK010: Orientation to Bookkeeping	Multiple-choice lesson exams
	BKK020: Assets, Liabilities, and Owner's Equity	Multiple-choice lesson exams
	BKK030: Revenue, Expenses, and Financial Reports	Multiple-choice lesson exams
	BKK040: Payroll and Wholesale Accounting	Multiple-choice lesson exams
	BKK050: End of Month Accounting	Multiple-choice lesson exams
	BKK070: Bookkeeping Project	Graded project
List employment opportunities in many industries, including firms that provide accounting, bookkeeping, and payroll services; federal, state, and local governments; and schools	BKK010: Orientation to Bookkeeping	Multiple-choice lesson exams
Demonstrate basic math and computer skills, including knowledge of spreadsheets	BKK010: Orientation to Bookkeeping	Multiple-choice lesson exams
	BKK060: Excel for Bookkeeping	Multiple-choice lesson exam, graded project
Describe how to become certified in areas of bookkeeping by being able to carry out all bookkeeping tasks, including overseeing payroll and balancing accounts, according to accepted accounting procedures	BKK010: Orientation to Bookkeeping	Multiple-choice lesson exams
	BKK020: Assets, Liabilities, and Owner's Equity	Multiple-choice lesson exams
	BKK030: Revenue, Expenses, and Financial Reports	Multiple-choice lesson exams
	BKK040: Payroll and Wholesale Accounting	Multiple-choice lesson exams
	BKK050: End of Month Accounting	Multiple-choice lesson exams
	BKK070: Bookkeeping Project	Graded project
Apply proper procedures for controlling an organization's financial documentation and guard against misappropriation of its funds	BKK040: Payroll and Wholesale Accounting	Multiple-choice lesson exams
	BKK070: Bookkeeping Project	Graded project

Describe how to use accounting software to record, store, and analyze information	BKK060: Excel for Bookkeeping	Multiple-choice lesson exam, graded project
	BKK070: Bookkeeping Project	Graded project
Apply proper procedures for receiving and recording cash, checks, and vouchers in compliance with federal, state, and company policies, procedures, and regulations	BKK040: Payroll and Wholesale Accounting	Multiple-choice lesson exams
	BKK070: Bookkeeping Project	Graded project
Create financial reports using QuickBooks online to complete bookkeeping tasks, ensure accuracy in receiving and recording payments, handle banking transactions, and monitor business accounts	ACC215: Computer Applications in Accounting—QuickBooks	Multiple-choice lesson exams, graded project

## **PROGRAM STRUCTURE**

### **BKK010: Orientation to Bookkeeping**

Lesson 1	<b>Starting Your Program</b>
Lesson 2	<b>The Accounting Equation</b>

### **BKK020: Assets, Liabilities, and Owner's Equity**

Lesson 3	<b>The Books of Accounting</b>
Lesson 4	<b>Assets, Liabilities, and Owner's Equity</b>

### **BKK030: Revenue, Expenses, and Financial Reports**

Lesson 5	<b>Revenue, Expenses, and Trial Balance</b>
Lesson 6	<b>Financial Reports</b>

### **BKK040: Payroll and Wholesale Accounting**

Lesson 7	<b>Accounting for Cash and Payroll</b>
Lesson 8	<b>Accounting Systems</b>
Lesson 9	<b>Wholesale Accounting</b>

### **BKK050: End of Month Accounting**

Lesson 10	<b>Assets and End of the Month Activities</b>
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### **BKK060: Excel for Bookkeeping**

Lesson 11	<b>Microsoft Excel</b>
Lesson 12	<b>Microsoft Excel Graded Project</b>

### **ACC215: Computer Applications in Accounting—QuickBooks**

Lesson 13	<b>Introduction to QuickBooks</b>
Lesson 14	<b>QuickBooks Banking and Business Transactions</b>
Lesson 15	<b>QuickBooks for Inventory and Payroll</b>
Lesson 16	<b>QuickBooks Financial Reports Project</b>
Textbook	<b><i>Computer Accounting with QuickBooks Online</i></b>

### **BKK070: Bookkeeping Project**

Lesson 17	<b>Bookkeeping Project</b>
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## COURSE DESCRIPTIONS AND OBJECTIVES

### BKK010: Orientation to Bookkeeping

In this course, you'll develop the necessary skills to ensure your success in the program. You'll learn how you can improve your study skills, so you're able to use a number of tools that will help you to be successful. You'll then learn the basics of bookkeeping and the roles of a bookkeeper.

By the end of this course, you'll be able to:

- Identify skills needed to be a confident and independent online learner
- Analyze the purpose and importance of balance sheet, bookkeeping, and their components in accounting

### BKK020: Assets, Liabilities, and Owner's Equity

In this course, you'll begin to learn the basics of bookkeeping. You'll learn what books are kept to track how an individual or business earns and spends money. You'll also learn about the three major components of bookkeeping: assets, liabilities, and owner's equity.

By the end of this course, you'll be able to:

- Identify the various functions of journal and ledger entries in accounting
- Analyze the reporting procedures of various transactions in the general ledger

### BKK030: Revenue, Expenses, and Financial Reports

In this course, you'll start by learning how to set up revenue, expenses, and trial balances on standard bookkeeping forms. Then, you'll learn how to create various financial reports, including financial statements, ending balance sheets, and closing entries.

By the end of this course, you'll be able to:

- Analyze the importance of revenue, expenses, and trial balance in the accounting equation
- Identify the elements and strategies associated with financial reports

### BKK040: Payroll and Wholesale Accounting

In this course, you'll learn about accounting for cash and payroll accounting, accrual accounting and inventory, and wholesale accounting.

By the end of this course, you'll be able to:

- Analyze the various accounting transactions of cash, banks, and employee payroll
- Show the calculations of accrual accounting, cash sales, and the recording of merchandise inventory
- Categorize the components of wholesale accounting and the methods used in evaluating them

### BKK050: End of Month Accounting

This course begins with a look at company assets, and then covers end-of-month and end-of-year accounting procedures. Then, you'll learn how to operate and utilize Windows programs, which you'll use throughout your Bookkeeping career as you keep electronic forms and records.

By the end of this course, you'll be able to:

- Distinguish between the various accounting activities and procedures used in maintaining ledgers and worksheets

## BKK060: Excel for Bookkeeping

Microsoft Office 2016 allows people to create documents, spreadsheets, presentations, and databases. This course will teach you how to use MS Excel. In this course, you'll then learn how to use MS Excel to organize and format data, including charts, formulas, and more complex tables. Finally, you'll complete a computer applications graded project, which will test the skills acquired in Excel.

By the end of this course, you'll be able to:

- Identify how to create various Microsoft Excel documents
- Produce a thorough Microsoft Excel 2016 spreadsheet

## ACC215: Computer Applications in Accounting - Quickbooks

This course is designed to help you develop an understanding of computerized accounting in conjunction with the QuickBooks software. Throughout this course, you'll work with QuickBooks, inputting data and transactions, viewing financial reports and statements, and more.

By the end of this course, you'll be able to:

- Explain the basic functions of QBO
- Describe how to enter and track banking and business transactions
- Summarize how to perform accounting for payroll and inventory in QBO
- Prepare financial reports using QBO reporting processes

## BKK070: Bookkeeping Project

This course will apply everything you've learned in your Bookkeeping program. The graded project in this course will require you to call upon all of the skills you've learned to this point to complete a financial record. Be sure to revisit previous courses as needed to make sure you're prepared for this project.

By the end of this course, you'll be able to:

- Complete bookkeeping activities based on the knowledge learned throughout your program

**Note:** The titles of your learning materials may be different from those listed on your program outline. There is no need to call your instructor about these differences. While the titles of certain learning materials may differ, the educational content is the same. All learning materials are designed to give you the finest education in your field. If you need instructional assistance, however, be sure to call for help. We reserve the right to revise the program of study and the instructional materials and to substitute for the items of equipment offered.





