



BIZ PREP
ACADEMY

Level 1

For Beginners or Entry-Level Bookkeepers **1-Day Financial Accounting Course Syllabus**

Course Overview

This one-day intensive course introduces the essential principles of bookkeeping. In just 8 hours, participants will gain a clear understanding of key financial concepts, processes, and how financial statements work. It's designed for individuals with little to no experience—perfect for new bookkeepers, accounting clerks, or MBA students looking to strengthen their understanding of the business world.

We believe in focused, immersive learning. With just the right amount of intensity, students can quickly grasp the core mechanics of bookkeeping and build confidence in their skills.

Learning Outcomes

By the end of the course, participants will be able to:

- Understand the fundamental principles of financial transactions
- Prepare basic financial statements, including the Income Statement and Balance Sheet

Course Schedule

8:00 AM – 9:30 AM: Introduction to Bookkeeping

Objective: Understand why bookkeeping exists and how it serves business decision-making.

- Purpose of financial accounting
- Management's need to track money
- The role of accounting in business
- A brief history of double-entry bookkeeping

9:30 AM – 10:45 AM: The Accounting Equation & Core Concepts

Objective: Introduce the foundational concept of the accounting equation.

- The accounting equation: $\text{Assets} = \text{Liabilities} + \text{Owner's Equity}$
- The expanded equation: including Income and Expenses
- Double-entry system
- Debits and credits explained
- Introducing "Pregnant ALICE" as a mnemonic aid

10:45 AM – 11:00 AM: Break

11:00 AM – 12:15 PM: The Income Statement

Objective: Learn how to create and interpret an income statement.

- Revenue, expenses, and net income/loss
- Gross profit, operating income, and net income
- Assessing profitability through the income statement
- Practice: Build a basic income statement

12:15 PM – 1:00 PM: Lunch Break

1:00 PM – 2:15 PM: The Balance Sheet

Objective: Learn to build and analyze a balance sheet.

- Assets, Liabilities, and Equity structure
- Current vs. non-current assets/liabilities
- Understanding the Equity account
- Practice: Assemble a simple balance sheet from provided data

2:15 PM – 3:00 PM: The Cash Account

Objective: Understand the significance of monitoring cash flow.

- How operations, asset sales, and financing affect cash
- Cash flow vs. profit
- Spotting potential fraud in the cash account
- Practice: Prepare a basic cash flow statement

3:00 PM – 3:15 PM: Break

3:15 PM – 4:00 PM: Journal Entries & Accounting Methods

- Cash vs. accrual basis accounting
- Demonstrating journal entries: basic entries, accruals, deferrals, and adjustments
- Understanding “normal balances” in accounts

4:00 PM – 4:45 PM: GAAP, Chart of Accounts, and Job Relevance

- What GAAP is and why it matters
- Structure and purpose of the Chart of Accounts
- Understanding your role: turning data into knowledge for the business

4:45 PM – 5:00 PM: Review & Q&A

Objective: Recap the day’s material and provide space for questions.