



**BIZ PREP**  
ACADEMY

## Level 2

### *For Intermediate Bookkeepers or Business Professionals* **1-Day Financial Accounting Course Syllabus**

## Course Overview

This one-day course builds on foundational bookkeeping knowledge, taking participants deeper into the world of financial management. In just 8 hours, students will strengthen their understanding of financial statements, learn to interpret data through basic analysis, and gain practical skills in payroll processing and budgeting.

This course is perfect for bookkeepers with some experience, business owners, or anyone who has completed Level 1 and is ready to sharpen their financial acumen.

We believe in practical, focused learning. By the end of the day, participants will feel more confident in navigating real-world financial reports and applying them in decision-making.

## Learning Outcomes

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

- Analyze income statements and balance sheets to assess business performance
- Understand budgeting principles and perform simple forecasts
- Process basic payroll and calculate employee withholdings
- Identify common financial red flags using key ratios

## Course Schedule

### **8:00 AM – 9:30 AM: Adjusting Entries**

Objective: Getting accurate balances in your income statement and balance sheet.

- Adjusting entries for income statement
- Adjusting entries for balance sheet

### **9:30 AM – 10:45 AM: Job Costing for Service Companies**

Objective: Where exactly does your money go?

- What is job costing and when does it apply?
- Direct vs. indirect costs
- Using job costing to measure margins

### **10:45 AM – 11:00 AM: Break**

### **11:00 AM – 12:15 PM: Budgeting**

Objective: Build a basic budget.

- Accrual basis vs. cash basis
- Comparing budget vs. actual
- Forecasting

### **12:15 PM – 1:00 PM: Lunch Break**

### **1:00 PM – 2:15 PM: Break Even Analysis**

Objective: Understand where your profits or losses come from.

- Know all your fixed costs
- Know your gross profit margins
- Calculate break even in units and dollars

### **2:15 PM – 3:00 PM: Payroll Journal Entries**

Objective: Correctly enter payroll data.

- Entering costs
- Entering liabilities
- The reason for a separate payroll account
- Calculating payroll overhead
- Distribution of payroll costs to various departments

### **3:00 PM – 3:15 PM: Break**

### **3:15 PM – 4:00 PM: Key Ratios**

Objective: Summarizing the effects of financial data.

- Know your “free” cash
- Compare balance in account to the use of percentages to monitor business

### **4:00 PM – 4:15 PM: Review & Q&A**

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