



## **Course Name: Bookkeeping**

Module CA-7 Computerized Accounting

## **Course Description:**

In the Bookkeeping course you will learn the basics of how to provide information concerning the financial affairs of a business. The course will cover assets, liabilities, and capital, credits and debits, posting transactions, depreciation, journals and ledgers, inventory and creating reports.

## **Course Length: 42 Hours**

## **Text Book:**

Accounting Principles by Working Skills Centre

## **Method of Evaluation**

- Practical Exercises 10%
- Participation 10%
- Mid term Exam 40%
- Final Exam
- You must achieve 65% on the final exam

## **Course Objectives: Knowledge**

1. Know about complete Bookkeeping Cycle from preparation of General Journal to Periodical closing procedures
2. Know about special journals, Ledgers and Worksheet
3. Know the Period-end adjustments
4. Know the depreciation methods

## **Course Objectives: Skills**

1. Able to record financial activities of a business in General Journal, and the Ledger
2. Able to prepare financial statements like income statement and balance sheet etc.
3. Able to perform summarizing and reporting via the worksheet
4. Able to understand how to calculate gross pay and total after deductions
5. Able to adjust the value of fixed Assets after deducting depreciation expense

## Curriculum Outline

<b>Week 1</b> 10 hours	Assets, Liabilities and Capital Debits and Credits: The double-entry system
<b>Week 2</b> 10 hours	Journalizing and Posting Transactions Summarizing and Reporting via the Worksheet
<b>Week 3</b> 5 hours	Mid-term exam Adjusting and Closing Procedures
<b>Week 4</b> 8 hours	Merchandise Inventory The Special Purpose Journals
<b>Week 5</b> 8 hours	Subsidiary Ledgers Property, Plant, and Equipment Depreciation Final Exam

### Instructor Information:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_