

Introduction to Business Accounting

Course Overview

This course teaches students about accounting and business, the accounting equation, analyzing transactions, posting entries, the adjusting process, adjusting entries, the adjustment summary, preparing a worksheet, financial statements, completing the accounting cycle, the accounting cycle illustrated, and the fiscal year.

<u>Course Introduction</u>	2m
Course Introduction	
<u>Chapter 01 - Professional Bookkeeper Introduction</u>	9m
Professional Bookkeeper Introduction	
Professional Bookkeeper	
Potential Careers	
Professional Bookkeeper Job Functions	
Required Traits	
Employment Outlook	
Chapter 01 Review	
<u>Chapter 02 - Introduction to Accounting and Business</u>	22m
Introduction to Accounting and Business	
Defining a Business	
Types of Businesses	
Role of Accounting	
Introduction - Role of Accounting	
Ethics in Accounting	
Generally Accepted Accounting Principles (GAAP)	
The Business Entity Principle	
Business Entity Principle	
The Matching Principle	
Other Principles	
Chapter 02 Review	
<u>Chapter 03 - The Accounting Equation</u>	32m
The Accounting Equation	
Transactions	
Transactions - Knowledge Check	
Transactions and Accounts	
Other Common Revenue and Expense Accounts	
Accounting Equation - Transactions	
Financial Statements	
Financial Statements - Income Statement	
Financial Statements - The Statement of Owner's Equity	

Financial Statements - The Balance Sheet
Financial Statements - The Cash Flow Statement
Financial Statements - The Relationship
Chapter 03 Review

Chapter 04 - Analyzing Transactions

1h 23m

Analyzing Transactions
The Accounting Equation and Transactions
Accounts
T - Accounts
Ledgers and Accounts
Chart of Accounts
Types of Accounts
Double-Entry System
Transactions - Double-Entry System
Transactions - Normal Balances
Knowledge Check
Transactions - Normal Balance
Knowledge Check (Cont.)
Journalizing Transactions
Transactions - Journalizing
Affect of Journals on the Accounts
Transactions - Journalizing (Cont.)
Demo - Journal Entries
Chapter 04 Review

Chapter 05 - Entering Information - Posting Entries

1h 28m

Entering Information - Posting Entries
Posting Entries
Entering Information - Posting Entries (Cont.)
Posting Entries (Cont.)
The Trial Balance
The Unadjusted Trial Balance
Entering Information - Errors
Entering Information - Correcting Entry
Finding Errors Using Horizontal Analysis
Demo - Horizontal Trend: Balance Sheet
Demo - Horizontal Trend: Income Statement
Chapter 05 Review

Chapter 06 - Adjusting Process

16m

Adjusting Process
The Purpose of the Adjusting Process
The Adjusting Process
Cash vs. Accrual Basis
Adjusting Process - Defined
Adjusting Process - Affected Accounts
Depreciation Adjustment
Chapter 06 Review

Chapter 07 - Adjusting Entries

33m

Adjusting Entries
Adjusting Entries - Prepaid Expenses
Impact of Adjusting Entries
Adjusting Entries - Unearned Revenues
Adjusting Process - Affected Accounts
Adjusting Entries - Accrued Revenues
Journal Entry - Accrued Revenues
Posting Accounts - Accrued Revenues
Adjusting Entries - Accrued Revenues (Cont.)
Adjusting Entries - Accrued Expenses
Journal Entry - Accrued Expenses
Posting Accounts - Accrued Expenses
Posting Entries - Accrued Expenses
Adjusting Entries - Accrued Expenses (Cont.)
Adjusting Entries - Depreciation Expense
Journal Entry - Depreciation Expense
Posting Accounts - Depreciation Expense
Book Value of a Fixed Asset
Adjusting Entries - Depreciation Expense (Cont.)
Chapter 07 Review

Chapter 08 - Adjustment Summary

47m

Adjustment Summary
Adjustment Summary - Review
The Adjusted Trial Balance
Check for Normal Balances and Debits = Credits
Vertical Analysis
Preparing Vertical Analysis
Vertical Analysis (Cont.)
Financial Statement Accuracy
Demo - Vertical Analysis
Chapter 08 Review

Chapter 09 - Preparing a Worksheet

6m

Preparing a Worksheet
Chapter 09 Review

Chapter 10 - Financial Statements

24m

Financial Statements
The Income Statement
Example Income Statement
The Statement of Retained Earnings
The Balance Sheet
Financial Statements - Definitions
Chapter 10 Review

Chapter 11 - Completing the Accounting Cycle 19m

Completing the Accounting Cycle
Temporary vs. Permanent Accounts
Closing Entries - Journalizing and Posting
Closing Entries - Journalizing
The Post-Closing Trial Balance
Closing Entries - Post-Closing Trial Balance
Chapter 11 Review

Chapter 12 - The Accounting Cycle Illustrated 23m

The Accounting Cycle Illustrated
Accounting Cycle Illustrated – Step 1
Accounting Cycle Illustrated – Step 2
Accounting Cycle Illustrated – Step 3
Accounting Cycle Illustrated – Step 4
Accounting Cycle Illustrated – Step 5
Accounting Cycle Illustrated – Step 6
Accounting Cycle Illustrated – Step 7
Accounting Cycle Illustrated – Step 8
Accounting Cycle Illustrated – Step 9
Accounting Cycle Illustrated – Step 10
Chapter 12 Review

Chapter 13 - Fiscal Year 9m

Fiscal Year
Fiscal Year
Additional Accounting Terms
Working Capital and Current Ratio
Chapter 13 Review

Chapter 14 - Spreadsheet Exercise 48m

Spreadsheet Exercise
Spreadsheet Exercise – Step 1
Spreadsheet Exercise – Step 2
Spreadsheet Exercise – Step 3
Spreadsheet Exercise – Step 4
Spreadsheet Exercise – Step 5
Spreadsheet Exercise – Step 6
Spreadsheet Exercise – Step 7
Demo - Creating a Worksheet
Chapter 14 Review
Course Closure

Total Duration: 7h 38m