

“Accounting 101” – Back to School Basics

Agenda

8:30	Registration & Continental Breakfast
9:00 – 10:45	Course Introduction Basic accounting terminology used by accountants and bookkeepers The Financial statements used by businesses The Balance Sheet Equation The Income Statement The Chart of Accounts Temporary vs. Permanent accounts Which accounts are included in the Balance Sheet and Income Statement
10:45 – 11:00	Break
11:00 – 12:45	Debits and Credits Double Entry accounting How Debits and Credits affect General Ledger accounts Journal Entries & T-accounts How various cash transactions affect General Ledger accounts The Trial Balance What the Financial Statements say about your business How Accounting Programs automate the accounting process
12:45 – 1:00	Question & Answer
1:00	Course concludes