



Practical Bookkeeping

SEHG-AD-0531 · Business · approx. 11 min seat time · English · 100% online, self-paced

Accreditation & industry alignments: none verified on record — institutional accreditor mapping pending

COURSE DESCRIPTION

Good bookkeeping is more than just a task; it's an important tool that empowers you to understand your business, and work towards growth and success with the financial future. Bookkeeping is the process of recording, organizing, and maintaining financial transactions for a business or individual. Being one of the oldest known professions, it has its roots in ancient civilizations, where early record-keeping systems were developed to track trade, taxes, and commerce—laying the foundation for the modern financial practices we use today. A bookkeeper plays a vital role in the management of a company's financial account. Without this management, a business may risk the loss of credibility, miss out on tax deductions, face potential fines for non-compliance, as well as many other challenges. The Practical Bookkeeping course will provide participants with the skills and knowledge to manage financial records accurately, ensure compliance with accounting standards, and support informed decision-making for their business or organization. Additionally, participants will gain confidence in handling day-to-day financial tasks, empowering them to contribute to the financial health and success of their business.

WHO THIS COURSE IS FOR

Working professionals, team leads, and career-changers who want practical, job-ready Business skills — no prior coursework required. Teams and organizations can enroll groups for consistent, measurable upskilling.

SKILLS & LEARNING OUTCOMES

Upon completion, the student will be able to:

- Understand bookkeeping and its key terms
- Differentiate between bookkeeping and accounting
- Understand the types of financial transactions and the accounting equation
- Explore the categories and structure of the chart of accounts
- Practice recording sales, revenue, and purchases
- Determine how to handle accounts receivable and payable

WHAT'S INCLUDED

- 1 clock hour(s) of self-paced online learning
- 13 course modules
- 11 instructional videos — 11 minutes of total video runtime
- This syllabus (PDF), downloadable for reference
- Official SEHG Certificate of Completion upon finishing the course
- Language editions: English

Delivered 100% online and self-paced in the SEHG learning platform. This section lists the materials currently delivered for this course.

MODULE MAP

- **Module 1 — Introduction**
 - Course Objectives
- **Module 2 — Module One**
 - Understanding Bookkeeping
 - Defining Bookkeeping
 - Bookkeeping vs. Accounting
 - Key Bookkeeping Terms
 - The Role of the Bookkeeper
 - Overview of Financial Statements
- **Module 3 — Module Two**
 - Understanding Financial Transactions
 - Types of Transactions
 - The Accounting Equation
 - Double-Entry Bookkeeping System
 - Recording Transactions
 - The Importance of Accurate Recording
- **Module 4 — Module Three**
 - Chart of Accounts
 - Structure of Chart of Accounts
 - Categories of Accounts
 - Customizing the Chart of Accounts
 - Account Coding and Numbering
 - Maintaining the Chart of Accounts
- **Module 5 — Module Four**
 - The Recording of Transactions
 - Recording Sales and Revenue
 - Sales and Cash Transactions
 - Handling Accounts Receivable
 - Handling Accounts Payable
 - Reconciling Bank Accounts
- **Module 6 — Module Five**
 - The General Ledger
 - The Purpose of the General Ledger
 - Posting Entries
 - Understanding Debit and Credit Entries
 - Trial Balance Preparation
 - General Ledger Software
- **Module 7 — Module Six**
 - Financial Statements
 - Forecasting and Budgeting
 - Preparing the Income Statement
 - Preparing the Balance Sheet
 - Preparing the Cash Flow Statement
 - Statement of Changes in Equity
- **Module 8 — Module Seven**
 - Managing Banking and Cash
 - Basics of Cash Management
 - Petty Cash Handling
 - Bank Reconciliation Process
 - Handling Cash Receipts and Payments

- The Importance of Cash Flow Management
- **Module 9 — Module Eight**
 - Payroll Accounting
 - Introduction to Payroll Accounting
 - Payroll Administration
 - Payroll Deductions and Withholdings
 - Recording Payroll Transactions
 - Payroll Taxes and Compliance
- **Module 10 — Module Nine**
 - Taxation Basics
 - An Overview of Business Taxes
 - Taxable and Non-Taxable
 - Income Tax Considerations
 - Payroll Tax Reporting
 - Tax Deadlines and Filing Requirements
- **Module 11 — Module Ten**
 - Ethical and Legal Considerations
 - Importance of Ethical Practices
 - Understanding Legal Requirements
 - Avoiding Legal Pitfalls
 - Confidentiality and Data Security
 - Continuous Development and Certification
- **Module 12 — Assessment**
- **Module 13 — Wrapping Up**
 - Course Summary

COMPLETION & CERTIFICATION

Completion-based: a certificate of completion is issued after all course videos have been viewed.
The certificate of completion is non-credit. This course does not currently carry academic credit or CEUs.

OFFICIAL SEHG CERTIFICATE

Graduates receive the official Synergy University Education Certificate of Completion — issued by the Office of the Registrar with a unique credential ID, shareable to LinkedIn and verifiable online.

Every certificate carries a unique credential ID — verify at:

SynergyEducation.AI/verify

SUPPORT, ACCESS & POLICIES

- Support: CEO@SynergyEducation.AI
- Accessibility: ADA/WCAG 2.1 AA-first delivery; accommodations available on request.
- Academic integrity and refund policies: per SEHG student handbook.

Enroll Today

Tuition per learner (Essentials tier) — enroll online with the course code below.

\$49 · SEHG-AD-0531 · SynergyEducation.AI

Also available: instructor-led workshop kits for teams — in-person training agendas, playbooks, and facilitator materials built on this course. Contact CEO@SynergyEducation.AI.