



Basic Bookkeeping

SEHG-AD-1855 · Business · approx. 4 min seat time · English · 100% online, self-paced

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

COURSE DESCRIPTION

Numbers! Numbers! Numbers! Wherever you go, you are bound to see them. On addresses, license plates, phones, prices, and of course, money! Numbers connect us all to each other in many more ways than we might imagine. Essentially, our world revolves around numbers. Some of us enjoy dealing with numbers while others may have a fear of them, or even a phobia. For those of you who have already recognized and appreciate the impact that numbers actually have on just about everything, you deserve a cookie. Welcome to Basic Bookkeeping!

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 basic accounting terminology.
- Identify the differences between the cash and accrual accounting methods.
- Keep track of your business by becoming familiar with accounts payable and accounts receivable.
- Use a journal and general ledger to document business financials.
- Utilize the balance sheet.
- Identify different types of financial statements.

WHAT'S INCLUDED

- 1 clock hour(s) of self-paced online learning
- 13 course modules
- 4 instructional videos — 4 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 — Basic Terminology (I)**
 - Balance Sheet
 - Assets
 - Liabilities

- Equity
- Income Statement
- Revenue
- Cost of Goods Sold
- Expenses
- Accounting Period
- Review
- **Module 3 — Basic Terminology (II)**
 - Accounts Receivable
 - Accounts Payable
 - Depreciation
 - General Ledger
 - Interest
 - Inventory
 - Journals
 - Payroll
 - Trial Balance
 - Review
- **Module 4 — Accounting Methods**
 - Cash Method
 - Accrual Method
 - Differences Between Cash and Accrual
- **Module 5 — Keeping Track of Your Business**
 - Accounts Payable
 - Accounts Receivable
 - The Journal
 - The General Ledger
 - Cash Management
- **Module 6 — Understanding the Balance Sheet**
 - The Accounting Equation
 - Double-Entry Accounting
 - Types of Assets
 - Types of Liabilities
 - Equity
- **Module 7 — Other Financial Statements**
 - Income Statement
 - Cash Flow Statement
 - Capital Statement
 - Budget Vs. Actual
- **Module 8 — Payroll Accounting / Terminology**
 - Gross Wages
 - Net Wages
 - Employee Tax Withholding's
 - Employer Tax Expenses
 - Salary Deferrals
 - Employee Payroll
 - Employee Benefits
 - Tracking Accrued Leave
 - Government Payroll Returns/Reports
 - Review
- **Module 9 — End of Period Procedures**
 - Depreciating Your Assets
 - Reconciling Cash

- Reconciling Investments
- Working with the Trial Balance
- Bad Debt
- Posting Adjustments and Corrections
- **Module 10 — Financial Planning, Budgeting and Control**
 - Reasons for Budgeting
 - Creating a Budget
 - Comparing Budget to Actual Expenses
- **Module 11 — Auditing**
 - What is an Audit?
 - When and Why Would You Audit?
 - Internal
 - External
- **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-1855 · 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.