

Career-Ready Bookkeeping & Accounting Program

CURRICULUM OVERVIEW

COURSE DESCRIPTION

Career-Ready Bookkeeping & Accounting is designed for adult learners who want to build practical bookkeeping and accounting skills for work. The program prepares learners for junior finance, bookkeeping, accounts assistant, and finance support roles through practical, workplace-focused training.

LED BY EXPERIENCED PROFESSIONALS

Ella Matthews CO-FOUNDER & ACADEMIC DIRECTOR

A UK ATT-qualified tax professional and Philippine CPA with more than 20 years of international experience in accounting, taxation, finance, and business transformation. The curriculum is built and taught by qualified accounting professionals to reflect what employers actually need.

WHO THIS COURSE IS FOR

- Individuals starting a career in bookkeeping, accounting, or finance support
- Career changers entering the accounting field
- Small business owners seeking bookkeeping knowledge
- Learners preparing for junior accounting and finance roles

LEARNING OUTCOMES

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| 1. Understand bookkeeping principles and financial records | 5. Understand sales tax fundamentals |
| 2. Classify transactions and apply the accounting equation | 6. Complete basic month-end reviews |
| 3. Record sales, purchases, receipts, and payments | 7. Read simple financial statements |
| 4. Perform basic bank reconciliations | 8. Apply bookkeeping knowledge in a practical business simulation |

PROGRAM STRUCTURE (10 UNITS)

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| 01 The Bookkeeper's Role and Business Records | 06 Sales Tax and Compliance Basics |
| 02 Transactions and the Accounting Equation | 07 Payroll, Adjustments, and Month-End Basics |
| 03 Debits, Credits, and Double-Entry Bookkeeping | 08 Financial Statements and Business Reporting |
| 04 Sales, Purchases, and Everyday Bookkeeping | 09 Bookkeeping Systems and Workplace Workflow |
| 05 Bank Transactions and Reconciliations | 10 Career Simulation and Final Project |

ASSESSMENT OVERVIEW

Lesson Quizzes and Knowledge Checks	15%
Guided and Independent Practice Activities	15%
Practice Lab Activities	25%
Final Workplace Simulation	35%
Professional Habits and Communication Tasks	10%
Total	100%

Note: Ascendra is preparing an application for the Arizona Eligible Training Provider List (ETPL) under ARIZONA@WORK. ETPL listing is separate from institutional accreditation; Ascendra is not currently accredited by an accrediting organization.