**🟦 Week 1: Bookkeeping Fundamentals**

**Day 1: Introduction to Bookkeeping**

* Importance of bookkeeping
* Types of businesses and accounting needs
* Key accounting terms (Assets, Liabilities, Equity, Revenue, Expenses)
* Understanding double-entry accounting

**Day 2: Chart of Accounts & Journal Entries**

* What is a Chart of Accounts?
* Creating a COA for different industries
* Journal entries and their structure
* Practice exercises

**Day 3: Ledgers and Trial Balance**

* Posting to ledgers
* Balancing accounts
* Preparing a trial balance
* Hands-on exercises

**Day 4: Financial Statements**

* Income Statement (Profit & Loss)
* Balance Sheet
* Cash Flow Statement
* Relationship between financial statements

**Day 5: Reconciliation & End-of-Week Project**

* Bank reconciliation basics
* Common errors and corrections
* Practice reconciling a bank statement
* Mini bookkeeping simulation