

**PONTIS COMMUNITY SERVICES**



**PCS eLearn**

# E-COMMERCE BOOKKEEPING COURSE

E-Commerce Bookkeeping is a practical, job-ready course designed to teach learners how to accurately record, reconcile, and report financial activity for online businesses selling through platforms such as Shopify, Amazon, Etsy, eBay, WooCommerce, and other payment channels. Students will learn how e-commerce transactions flow from order to payout, how to handle sales tax and fees, and how to properly classify revenue, discounts, refunds, chargebacks, shipping income/expense, and cost of goods sold (COGS). The course emphasizes real-world bookkeeping workflows, including bank and processor reconciliations, inventory and COGS tracking, and month-end close procedures using common accounting systems (e.g., QuickBooks Online or similar). By the end of the course, students will be able to maintain clean books for an e-commerce business, produce accurate financial statements, and support informed business decisions.

## COURSE SCHEDULE

Course Schedule – This is a template for administration purposes, the course scheduler can change according to time of admission, availability of courses, and number of hours taken by the student.

ECOMB 101 - E-Commerce Accounting Basics (1 Week)

ECOMB 105 - Sales Channels & Payment Processing (1 Week)

ECOMB 110 - Inventory + COGS (with landed costs) (1 Week)

ECOMB 115 - Sales Tax & Marketplace Facilitator Rules (overview) (1 Week)

ECOMB 120 - Refunds, Returns, Chargebacks & Gift Cards (1 Week)

ECOMB 125 - Bank/Payout Reconciliations & Month-End Close (1 Week)

ECOMB 130 - Shipping, Fulfillment & Cost Tracking (1 Week)

ECOMB 135 - Advertising, Apps & Operating Expenses (1 Week)

ECOMB 140 - Payroll, Contractors & Owner Pay (1 Week)

ECOMB 145 - Financial Statements + E-Commerce KPIs (1 Week)

TOTAL FOR COURSE COMPLETION - 10 WEEKS

***EACH WEEK WILL CONSIST OF ONE (3 HOUR) LIVE VIDEO LECTURE***