

# MSC Computer Training

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## Training Course Specification

### Course: Introduction to Accounts

**Duration: 6 hours**

**Aims and Objectives of the workshop**

Delegates will learn the basics of accounting terminology and methodology. The course will illustrate how accounting practice relates to Sage Accounting Programmes and will help students to understand how the programme deals with transactions.

**WHO SHOULD ATTEND:**

People who intend to use Sage Accounts and who have no knowledge of book-keeping and accounting.

**EXPERIENCE NEEDED:**

No prior experience of accounts is expected.

## Course Content<sup>1</sup>

### Accounts Terminology explained

- Debtors
- Creditors
- Fixed Assets
- Types of company (Ltd, Sole Trader, Partnership etc.)
- Simple methods of book-keeping
- Office systems and how they relate to accounts

### Purpose and structure of Trial Balance

### Purpose and structure of Profit and Loss account

### Purpose and structure of Balance Sheet

### Understanding Double entry book-keeping

- How does it work?
- Understanding Debits and Credits

### Purpose and structure of Control accounts

### VAT

- How VAT works
- Relationship to P/L and B/S
- VAT rates

### Sage accounting

- Nominal Coding structure
- Control accounts
- VAT codes

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<sup>1</sup> You can choose from the list to create your own course