

MSC Computer Training

Training Course Specification

Course: Introduction to Accounts and Book-keeping

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 simple financial records and will help participants to understand how a company deals with transactions.

WHO SHOULD ATTEND:

People who have no knowledge of book-keeping and accounting who are starting a business.

EXPERIENCE NEEDED:

No prior experience of accounts is expected.

Course Content¹

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
- How to maintain a cash book
- How to reconcile the bank account to ensure that all records are adequately maintained
- How to record income and expenditure accurately
- How to ensure that financial records are maintained in a manner that enables the owner to ensure that a profit is being made

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

¹ You can choose from the list to create your own course