



**PAN AFRICA SKILLS
& CONSULTING LTD**

International Diploma in

Business Bookkeeping & Accounts

Become a trained, professional bookkeeper & accountant



This course will help you become a well-trained and competent bookkeeping and accounting practitioner, with the skill and ability to understand, operate and run books of account - the bookkeeping and accounts system of a small business, or section or department of a larger organisation - which will ensure you are a person who is always in demand. This Program is ideal for those who have a knowledge of bookkeeping or some practical experience, for those already employed in accounting or auditing departments, offices and firms, and those who are ambitious for promotion to better paid accounts posts. The Program is also of great value to business people, accounts and administrative staff who need to maintain accurate books of account, and to prepare informative and complete accounting statements, manually or by computer.

Course Outline

Module 1 - The Ledger: The Main Book of Account

- The functions of accounting: recording, analysing, presenting
- Bookkeeping and accounting terminology
- The ledger and ledger accounts
- Double-entry bookkeeping, posting and entries, balancing accounts

Module 2 - Accounting for Cash

- Cash, the cash book: entries and posting
- Deposits into the bank and withdrawals
- The 4-column cash book
- Bank accounts, bank statements, reconciliations, bank services

Module 3 - Original Entries and Subsidiary Books

- Source documents, cash sales, credit sales, cash purchases, credit purchases
- The sales book and sales account
- The purchases book and purchases account
- The returns inwards book, the returns outwards book

Module 4 - From Opening Entries to Trial Balance

- Opening a set of books for an established business
- Ascertaining the values of assets, liabilities, capital, equity
- Journal opening entries and opening the new books of account
- The trial balance: purpose, errors, limitations

Module 5 - Preparing for the Final Accounts

- Stocktaking and stock valuation; work in progress
- Adjustments necessary, journal entries for adjustments
- Bad debts, provisions for bad and doubtful debts
- Depreciation

Module 6 - Manufacturing and Trading Accounts

- Going concerns, consistency in presentation and content, users
- Gross profit, prime cost, turnover and ratios
- Journal closing entries
- Trading accounts examined

Module 7 - Profit & Loss Accounts

- Purpose of the profit & loss account; net profit and net loss
- A profit & loss account analysed; comparative figures and ratios
- Business partnerships, capital, current accounts, drawings, salaries, appropriation accounts
- Limited liability companies, shares and shareholders
- Board of Directors, duties

Module 8 - Balance Sheets

- Why and how balance sheets are produced, information they contain
- Balance sheets for sole-traders, partnership firms, limited companies
- Gross profit: direct expenditure, overheads, analysis
- Accounting ratios: purposes, formulae, meanings

Module 9 - Accounting for Goodwill and Discounts

- Goodwill as an asset: how it arises, valuation, bookkeeping treatment
- Trade discount, quantity discount is offered
- Cash discount, regular custom discount, prompt payment discount
- Discounts allowed and/or received

Module 10 - Accounting for Credit

- Bank and other loans, loan repayments and interest payments
- Bank overdrafts, reconciliations, dishonour of cheques
- Hire purchase, hire purchase sales and purchases, hire purchase agreements
- Bills of exchange, foreign currencies, exchange rates, import and export
- Deposit and savings accounts

Module 11 - Basic Cost Accounting; Departmental and Branch Accounts

- Principles of costing, terminology
- Costing systems, allocation of overheads, standard costing, variances
- Departmental accounting, apportionment of expenses
- Centralised branch accounting and self-accounting branches
- Branch and head office accounts; consolidated profit & loss account and balance sheet

Module 12 - Computers in Bookkeeping and Accounting

- Advantages and characteristics of computers, limitations
- Business accounting applications, manual and computerised accounts operations
- Computers: input, storage, processing, output, hardware, software, programs, databases
- Converting from manual to computerised systems; accounting packages, parallel run, going live

