

# Exact Business Solutions Pty Ltd

## Course Outline



## BI-560 Introduction to Bookkeeping and Accounting (Accounting for non-accountants)

A Two Day Course

**Course Aims** This two day trainer-led course has been designed to introduce the theory and practice of basic accounting and bookkeeping. The course introduces participants to the various source documents and journals required to establish a computerised set of accounts for a small to medium sized business. This course is excellent for people with little or no accounting experience.

Although computer accounting packages are the standard method of accounting, without an understanding of the underlying processes, users of these systems often have difficulty verifying results or troubleshooting. We recommend this course to anyone who has little or no accounting experience and is using – or is about to use - MYOB, QuickBooks or any other computer accounting system.

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Although not a computer based training course, Microsoft Excel 2003 and MYOB may be used to support the courseware.

**Objectives** At the end of the course, participants will have learned about:

- Accounting concepts & terms
- Business organisations
- Accounting entities
- Business types
- The trading cycle
- Accounting standards
- Accounting principles
- Accounting conventions
- Cash accounting
- The GST
- Source documents
- Account classification
- Double entry bookkeeping
- Chart of accounts
- Accounting equation & net profit
- The balance sheet
- Groups of accounts
- Accrual concept of accounting

**Prerequisites** This course is excellent for people with little or no accounting experience. Basic computer knowledge is an advantage.

**Materials** Course slides and an exercise book are included in the cost of this course.

## **Course Structure**

The course uses both lecture techniques and class exercises to demonstrate the accounting concepts involved.

Table of Contents:

- Brief History of Bookkeeping
- Accounting Concepts and Principles
- Business Organisations
- Accounting Entities
- Business Types
- The Trading Cycle
- Accounting Periods & Balance Date
- Accrual and Cash Accounting
- Bookkeeping & Accounting Systems
- Source Documents
- Groups of Accounts
- The Rules of Debits & Credits
- Chart of Accounts
- The Accounting Equation & Net Profit
- Double Entry Bookkeeping
- The GST
- The Balance Sheet
- The Flow of Information

## **Achievement**

Exact Business Solutions Pty Ltd will issue a Certificate of Achievement upon completion of this course