

BOOKKEEPING for SMALL BUSINESS

Course Outline

Session	Content	Session	Content
1	Concepts, Principles and Practices <ul style="list-style-type: none"> Accounting concepts and terms Accounting equation Principles of double-entry accounting Balances 	5	Basic Record Keeping – Journals (General Journal) <ul style="list-style-type: none"> Opening entries Purchase and sale of assets on credit Bad debts Withdrawal of stock by the proprietor Correction of error
2	Basic Record Keeping - Ledgers <ul style="list-style-type: none"> Importance and purpose of the ledger Knowledge of “T” form and three-column ledger accounts 	6	Petty Cash <ul style="list-style-type: none"> Imprest system of Petty Cash Bank Reconciliation Statement
3	Basic Record Keeping - Journals <ul style="list-style-type: none"> Cash receipts and cash payments journals Columnar cash journals Cash books 	7	Subsidiary Records and Control Accounts <ul style="list-style-type: none"> Purpose of Control Accounts Control Account for debtors Control Account for creditors Control Account for fixed assets
4	Basic Record Keeping – Journals <ul style="list-style-type: none"> Purchases and sales journals Returns and allowances journals Posting to the ledger 	8	Overview of the Accounting Process <ul style="list-style-type: none"> Financial Reports Introduction to End of year adjustments including depreciation

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Business

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