



Course Title: Accounting I

Duration: 24 Hours

Chapter 1: Balance Sheet equilibrium & the modifications of assets & liabilities

- Economical activity of the company
- The balance sheet equilibrium
 - o Elements of balance sheet
 - o Balance sheet equilibrium
- Modifications of the balance sheet
 - o Tracing the modifications on the elements of the balance sheet
 - o Concluding one of the balance sheet elements from the information of other elements
- Exercises

Chapter 2: Expenses & revenues of the company

- Definition of expenses & revenues
- Concept of the result
 - o The result in a service company
 - o The result in a trading company (Goods exchanged)
- Classification of expenses & revenues
 - o Current and commercial activity
 - o Financing activity
 - o Exceptional activity
- Exercises

Chapter 3: The double entry system

- Two sided accounts
- Double entry
- Exercises

Chapter 4: The daily journal and the ledger

- The form of the daily journal
- Simple and compounded entry
- Posting to the ledger
 - o Definition of the ledger
 - o How to post to the ledger
 - o Balancing off accounts
- Exercises

Chapter 5: Trial balance by totals and balances

- Trial balance by totals
- Trial balance by balances
- Example
- Exercises

Chapter 6: The accounting cycle in the company

- General view
- The flow of information in the accounting system
- Practical example
- Exercises

Chapter 7: Purchases and sales of goods

- Operating cycle
- Purchases of goods
 - o Purchases of goods and returns
 - o Purchases of raw materials and returns
 - o Purchases of consumable materials and returns
 - o Purchases of packing materials and returns
- Sales of goods
 - o Sales of goods and returns
 - o Sales of finished products and returns
- Purchases of fixed assets
 - o Fixed assets
 - o Elements of cost of tangible fixed assets
- Other cases
 - o Pre purchase orders
 - o Sale of raw and consumable materials
- Exercises

Chapter 8: Preparing final accounts

- Preparing the result account
 - o Result
 - o The detailed managerial results
- Preparing balance sheet
 - o Definition of the balance sheet
 - o Groups of the balance sheet and its elements
- Exercises