



BASIC ACCOUNTING

- Accounting: definition
- Basic principles of accounting
- What is balance sheet and income statement ?
- Journal book
- Trial balance; how does it work ?
- Ledger
- Balance sheet : assets & liabilities
- Income statement items
- Revenue and expenses
- Debit and credit accounts
- Off balance sheet accounts
- Profit and loss accounts
- Closing transactions for end of term
- Case studies

Duration : 2 days