

Understanding Business Accounts

- Designed for:** Those who wish to start their own business, those looking for work as well as employees who wish to learn more about how to understand business accounts.
- Prerequisites:** None
- Objectives:** To cover part of the syllabus for the ITEC Business Competence Level 3 unit qualification

Course Content

- Lesson One – Including: Fixed and current assets, debtors and creditors, the accounting equation, capital and reserves, the purpose and layout of a balance sheet
- Lesson Two – Including: The purpose of a profit and loss account, the importance of stock-taking, depreciation, capital and revenue expenditure.
- Lesson Three – Including: Accruals, provisions, prepayments, the role of capital and reserves.
- Lesson Four – Including: The importance of the profit and loss account, calculating profit at various levels.
- Lesson Five – Including: The meaning of profit margins, making comparisons on financial statements, analysing a profit and loss account.

Benefits

- Understand how to read and interpret business accounts
- The flexibility and value of a self-study course designed to enable you to work at your own pace
- A workbook to use as a reference guide on completion of the course
- The opportunity to gain the widely recognised Pitman Training Certificate

Course duration: 10-12 hours

What next: Costing and Pricing