



# **DIPLOMA ON BUSINESS BOOKKEEPING & ACCOUNTS**

**BECOME A TRAINED, PROFESSIONAL BOOKKEEPER &  
ACCOUNTANT**





This course will help you become a well-trained and competent bookkeeping and accounting practitioner, with the skill and ability to understand, operate and run books of account - the bookkeeping and accounts system of a small business, or section or department of a larger organization - which will ensure you are a person who is always in demand. This Program is ideal for those who have a knowledge of bookkeeping or some practical experience, for those already employed in accounting or auditing departments, offices and firms, and those who are ambitious for promotion to better paid accounts posts. The Program is also of great value to business people, accounts and administrative staff who need to maintain accurate books of account, and to prepare informative and complete accounting statements, manually or by computer.



## SUMMARY OF MAJOR TOPICS

### Module 1 - The Ledger: the Main Book of Account

- The functions of accounting: recording, analyzing, presenting
- Bookkeeping and accounting terminology
- The ledger and ledger accounts
- Double-entry bookkeeping, posting and entries, balancing accounts

### Module 2 - Accounting for Cash

- Cash, the cash book: entries and posting
- Deposits into the bank and withdrawals
- The 4-column cash book
- Bank accounts, bank statements, reconciliations, bank services

### Module 3 - Original Entries and Subsidiary Books

- Source documents, cash sales, credit sales, cash purchases, credit purchases
- The sales book and sales account
- The purchases book and purchases account
- The returns inwards book, the returns outwards book

### Module 4 - From Opening Entries to Trial Balance

- Opening a set of books for an established business
- Ascertaining the values of assets, liabilities, capital, equity
- Journal opening entries and opening the new books of account
- The trial balance: purpose, errors, limitations

### Module 5 - Preparing for the Final Accounts

- Stocktaking and stock valuation; work in progress
- Adjustments necessary, journal entries for adjustments
- Bad debts, provisions for bad and doubtful debts
- Depreciation



## Module 6 - Manufacturing and Trading Accounts

- Going concerns, consistency in presentation and content, users
- Gross profit, prime cost, turnover and ratios
- Journal closing entries
- Trading accounts examined

## Module 7 - Profit & Loss Accounts

- Purpose of the profit & loss account; net profit and net loss
- A profit & loss account analyzed; comparative figures and ratios
- Business partnerships, capital, current accounts, drawings, salaries, appropriation accounts
- Limited liability companies, shares and shareholders
- Board of Directors, duties

## Module 8 - Balance Sheets

- Why and how balance sheets are produced, information they contain
- Balance sheets for sole-traders, partnership firms, limited companies
- Gross profit: direct expenditure, overheads, analysis
- Accounting ratios: purposes, formulae, meanings

## Module 9 - Accounting for Goodwill and Discounts

- Goodwill as an asset: how it arises, valuation, bookkeeping treatment
- Trade discount, quantity discount is offered
- Cash discount, regular custom discount, prompt payment discount
- Discounts allowed and/or received

## Module 10 - Accounting for Credit

- Bank and other loans, loan repayments and interest payments
- Bank overdrafts, reconciliations, dishonor of cheques
- Hire purchase, hire purchase sales and purchases, hire purchase agreements
- Bills of exchange, foreign currencies, exchange rates, import and export
- Deposit and savings accounts



## Module 11 - Basic Cost Accounting; Departmental and Branch Accounts

- Principles of costing, terminology
- Costing systems, allocation of overheads, standard costing, variances
- Departmental accounting, apportionment of expenses
- Centralized branch accounting and self-accounting branches
- Branch and head office accounts; consolidated profit & loss account and balance sheet

## Module 12 - Computers in Bookkeeping and Accounting

- Advantages and characteristics of computers, limitations
- Business accounting applications, manual and computerized accounts operations
- Computers: input, storage, processing, output, hardware, software, programs, databases
- Converting from manual to computerized systems; accounting packages, parallel run, going live



## WHAT IS INCLUDED

### WHAT IS INCLUDED IN THE MODEST CIC FEE

Your CIC Fee includes:-

Your enrolment/registration with Cambridge International College, and your own high-quality, professionally produced and illustrated comprehensive International CIC Study & Training Publications.

A detailed, professional 'Study & Training Guide' with full instructions on how to study to achieve success and gain top results. The Guide includes detailed advice on how to answer Self-Assessment Tests, Training Tests and Examinations.

Self-Assessment Tests and Recommended Answers for them, and a Progress Chart.

Two Progress/Training Tests (which can be used as 'Past Papers/Questions') with an optional Tutorial Support Service.

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CIC's experienced and helpful staff can assist with numerous special requests, such as reference/recommendation letters and transcripts, and more, by post and



## RELATED COURSES

- Accounting & Finance in Business & Management Diploma 12 months (flexible)
- Cost Accounting Diploma 12 months (flexible)
- Credit Management & Control Diploma 12 months (flexible)
- Financial Management Diploma 12 months (flexible)

## STUDY & CAREER DEVELOPMENT

Bookkeeping and accounting is an excellent foundation for anybody getting on to the employment ladder; it opens the door to many job opportunities in a huge variety of enterprises, and provides knowledge which is essential for anybody wishing to become a manager, executive or business-owner. Every successful organization has at least one person with bookkeeping and accounting knowledge and ability, and larger organizations often employ many hundreds of accounts personnel; whatever the size of the organization, good bookkeepers are valued and well paid.

This course is a great step in achieving career success and access to higher studies if needed, in accounting and other managerial fields as well.

CIC provides a wide range of further studies, from Diploma through to Honors Diploma and beyond.