



Understanding Business Accounts



For a business, nothing is more important than its finances. This course will provide you with a good understanding of business accounts – essential knowledge if you run a small business.

IS THIS FOR YOU?

This course has a wide appeal. It is ideal 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.

ABOUT THIS COURSE

This course – designed to help you understand the principles of business accountancy. Comprising five lessons, our business accounts training is designed to help you understand balance sheets, profit and loss (P&L) accounts including stock-taking, depreciation, capital and revenue expenditure. You will also learn about accruals and the role of capital and reserves. The final lesson considers profit margins, analysing a profit and loss account and how to make comparisons on financial statements.

This is a fully flexible self-study programme, which means you can organise your training around your existing work and home commitments. There's also a course advisor on hand to help out when you need it.

Once you've completed your training in understanding business accounting, you'll have the prestigious Pitman Training name on your CV.

Should you wish to progress your learning further, you could consider Costing and Pricing, or one of our many diplomas, which have the potential to transform your skills and career.

There are five lessons in this course: -

Lesson One: Fixed and current assets, debtors and creditors, the accounting equation. capital and reserves, the purpose and layout of a balance sheet

Lesson Two: The purpose of a profit and loss account, the importance of stock-taking, depreciation, capital and revenue expenditure.

Lesson Three: Accruals, provisions, prepayments, the role of capital and reserves.

Lesson Four: The importance of the profit and loss account, calculating profit at various levels.

Lesson Five: The meaning of profit margins, making comparisons on financial statements, analysing a profit and loss account.

AIMS AND OBJECTIVES

The aim of this course is to fully understand the two most commonly used financial statements in business – a balance sheet and a profit & loss account.

PRE-REQUISITES

There are no pre-requisites required for this course.

CAREER PATH

If you're keen to work in business and need to get a grasp of business critical information then this is a great course. It's great if you're aspiring to work as a PA or EA as possessing a full all-round awareness of business performance can help you provide a more enhanced service in such roles.

COURSE DURATION: AROUND 10-12 HOURS

(Actual course duration will vary from individual to individual, based on prior skills and application).



CPD POINTS: 9

(Awarded CPD points upon successful completion).

To find out more about this or any of our courses, speak to one of our course advisors.

The best way to predict the future **is to create it.**

To discuss your current skills and aspirations call:

020 7256 6668

or visit: www.pitmanlondon.co.uk

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