



This College Africa Group course will enhance the user's skills on the subject and teaches fundamentals as well as strategies in an easy to follow, easy to understand format and includes practical exercises which will assist in developing your skills in the workplace.

## COURSE OUTLINE - Business Accounting

**Course Number:** AXO84–023

**Days:** 1 (6 hours)

**Prerequisites:** None

## Topic-Level Outline

### Unit 1: Accounting System

**Topic A:** Fundamentals of Accounting

A–1: Defining accounting

**Topic B:** Business Activities

B–1: Relating accounting to business activities

### Unit 2: Accounting for Assets

**Topic A:** Introduction to Assets

A–1: Identifying types of assets

**Topic B:** Current Assets

B–1: Discussing an internal control system

B–2: Managing bad debts

B–3: Calculating accounts receivable turnover ratio

**Topic C:** Noncurrent Assets

C–1: Calculating depreciation

C–2: Accounting for repairs and improvements

C–3: Accounting for natural resources

C–4: Discussing intangible assets

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### **Unit 3: Accounting for Inventory**

#### **Topic A:** Fundamentals of an Inventory System

- A-1: Identifying inventory costs
- A-2: Calculating purchasing discounts
- A-3: Discussing shipping costs
- A-4: Safeguarding inventory

#### **Topic B:** Inventory Management

- B-1: Discussing inventory systems
- B-2: Identifying other inventory costs
- B-3: Comparing inventory costing methods
- B-4: Estimating the value of inventory
- B-5: Calculating the inventory turnover ratio
- B-6: Tracing inventory errors

### **Unit 4: Accounting for Liabilities**

#### **Topic A:** Current Liabilities

- A-1: Classifying current liabilities
- A-2: Accounting for contingent liabilities

#### **Topic B:** Long-term Liabilities

- B-1: Discussing long-term liabilities
- B-2: Accounting for bonds payable

### **Unit 5: Time Value of Money**

#### **Topic A:** Time Value of Money Overview

- A-1: Calculating the interest on cash
- A-2: Calculating the future value of a cash flow
- A-3: Calculating the present value of a cash flow

#### **Topic B:** Interest Rates and Maturity Dates

- B-1: Calculating interest rates and maturity dates

#### **Topic C:** Value of Annuities

- C-1: Calculating ordinary annuity values
- C-2: Calculating annuity due values

#### **Topic D:** Value of Bonds

- D-1: Calculating the present value of a bond

### **Unit 6: Stockholders' Equity**

#### **Topic A:** Fundamentals of Stock

- A-1: Identifying stocks
- A-2: Calculating the value of stock
- A-3: Calculating the value of a split stock
- A-4: Calculating dividends, gains, and losses

#### **Topic B:** Stockholders' Equity

- B-1: Identifying the type of an organization
- B-2: Identifying the components of stockholders' equity
- B-3: Reporting stockholders' equity

#### **Topic C:** Ratio Analysis

- C-1: Calculating financial ratios
- C-2: Calculating the book value per share

## ABOUT US

Established as EasyExcel, the company has been re-branded as College Africa Group. College Africa Group has been in operation since 2003 and has trained many corporate and professionals throughout Southern Africa. (For more info click here.) (<http://www.collegeafricagroup.com>)

## ACCREDITATION

College Africa Group is MICT SETA accredited and a Microsoft Partner. College Africa Group has more than 30 years' experience in Financial, Sales, Operations, Marketing and Administration Directorship and understands the problems and deadlines you face.

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Excel Advanced 2013 [Ebook](#), workbooks, and solutions.  
Excel comprehensive online courses, email for more details.



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