[Bookkeeping](https://www.shuledirect.co.tz/notes/list_notes/2/43904)

1. [Subject Matter Of Book Keeping](https://www.shuledirect.co.tz/notes/list_notes/2/43904#43905)
	1. Subject Matter of Book Keeping
		* Define book keeping
		* Explain the role of Book-keeping
		* Explain the concepts of business entity
2. [Principles Of Double Entry System](https://www.shuledirect.co.tz/notes/list_notes/2/43904#43913)
	1. Principles of Double Entry Sysytem
		* Describe what a business transaction is
		* Analyses a business transaction
		* Sort the changing values of things owned and owed
		* Determine account balances
3. [Classification Of Accounts](https://www.shuledirect.co.tz/notes/list_notes/2/43904#43927)
	1. Classification of Accounts
		* Differentiate between personal and impersonal accounts
		* Identify the possessions of the business
4. [Trial Balance](https://www.shuledirect.co.tz/notes/list_notes/2/43904#43933)
	1. Trial Balance
		* Define the Trial Balance
		* Construct a Trial Balance
		* Give the advantages and short falls of the Trial Balance
5. [Stock](https://www.shuledirect.co.tz/notes/list_notes/2/43904#43941)
	1. Tock
		* Distinguish between stock at start and stock at close
		* Identify the treatment of stocks in the books of the business with particular reference to the final accounts
6. [Elementary Trading Profit And Loss Accounts](https://www.shuledirect.co.tz/notes/list_notes/2/43904#43947)
	1. Elementary Trading Profit and Loss Accounts
		* Describe what a Trading, profit and Loss account is
		* Determine the Gross profit or Gross Loss
		* Determine the cost of goods sold
		* Determine the net profit and the net loss
7. [Elementary Balance Sheet](https://www.shuledirect.co.tz/notes/list_notes/2/43904#43957)
	1. Elementary Balance Sheet
		* Define the balance sheet
		* Explain the Balance sheet Interpretation and Capital of the business