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Connecting Business with Intelligence



Accounting – A Fresh Start

COURSE OBJECTIVES

- This course would enable new and existing staff to appreciate and understand the steps in the accounting process, from source documents to the preparation of financial statements.

COURSE OUTLINE

- Module 1: Introduction
- Module 2: The Recording Process Using Double Entry System
- Module 3: The Preparation of Financial Statements
- Module 4: Books of Original Entry/Journals
- Module 5: Petty Cash, Bank Reconciliation Statements and Adjustments at Financial Year End
- Module 6: Accounting for Tangible Fixed Assets
- Module 7: Preparation of Financial Statements with Adjustment for Limited Company

AUDIENCE

- Accounts clerks and assistants, new accounting staff, costing staff, secretaries, office administrators, non-financial executives, payroll staff and any other staff requiring this knowledge.

If you have any enquiries, please contact
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