

Up skilled yourself won't be complicated because we're here for you.



## CONTACT INFO



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# FINANCE & ACCOUNT CORE MODULE



Helping to meet Industry 4.0 revolution





# INFORMATION

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## INTRODUCTION

- The two-day workshop provides the participants a better understanding on how to prepare full set of financial accounts.
- It will review in detail the different types of transactions within an organization. It will also explain how these transactions are accounted for.
- The workshop will expose the participants to various accounting concepts, principles and terms used in financial accounts.
- It covers the types of records that need to be maintained and how each of these records forms the base for preparing full set of accounts.
- There will be activities on the preparation of a full set of accounts for a better understanding.
- The workshop will provide a detailed review on monthly accounts management and annual financial statements.

## AUDIENCE

- Senior Accounts Executives
- Accounts / Finance Executives
- Payroll Executives
- Credit Executives
- Finance Managers who seek for a refresher course on the preparation of full set of accounts

## OUR MODULE : FIS001

### TOPIC COVERED

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Module 1: Fundamental Accounting  
Module 2: Types of Business Structures  
Module 3: Underlying Reasons for Preparing a Set of Financial Statements  
Module 4: Types of Accounts  
Module 5: Financial Statements Components  
Module 6: Double Entry System  
Module 7: Accounting Terms  
Module 8: Revenue & Capital Expenditure  
Module 9: Cash Book Analysis  
Module 10: Petty Cash Analysis  
Module 11: Preparation of Ledgers and Control Accounts  
Module 12: Bank Reconciliations and the Rational of the Preparation

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## LEARNING OBJECTIVE

- Gain insights on the basic concepts of accounting
- Better understanding on how full set of accounting is done
- Learn the essential skills & tools required in accounting
- Learn how to examine the accounting process
- Be able to interpret (read) financial statements
- Be able to communicate (speak) using the accounting terms
- Have a proper method of preparing record books and records
- Increase efficiency & effectiveness in the overall accounting process

**We're here to assist you to overcome challenges & achieve your desired goals.**

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