

ACCOUNTING – A FRESH START

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.

WHO SHOULD ATTEND?

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

WORKSHOP OUTLINE

- Module 1: INTRODUCTION IN ACCOUNTING
- 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 COMPANYY

If you have any enquiries, please contact
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