

BOOKKEEPING AND ACCOUNTING SKILLS

OBJECTIVES

After the training workshop, participants will be able to:

- To understand and appreciate the steps performed in the accounting process
- To be more knowledgeable on the important areas in accounting
- Comprehend the nature and purpose of financial statements, the ways accounting events are measured, recorded and reported
- Develop Skills in understanding and analysing financial statements to evaluate organisational performance and credit risk

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 TO ACCOUNTING
- Module 2: THE RECORDING PROCESS – DOUBLE ENTRY SYSTEM
- Module 3: PREPARING BASIC FINANCIAL STATEMENTS
- Module 4: BOOKS OF ORIGINAL ENTRY JOURNALS
- Module 5: POSTING TO LEDGER
- Module 6: ADJUSTMENTS AT FINANCIAL YEAR END
- Module 7: ACCOUNTING FOR FIXED ASSETS
- Module 8: PREPARATION OF FINANCIAL STATEMENTS WITH ADJUSTMENT
- Module 9: WORKING CAPITAL MANAGEMENT

If you have any enquiries, please contact
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10
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