

COURSE TITLE:

THE PRACTICAL GUIDE TO BASIC ACCOUNTING

Training Provider: **BICPA-FTMS Accountancy Academy
Sdn Bhd**

COURSE OBJECTIVE

To develop a basic knowledge and understanding of the operations and maintenance of accounting systems and procedures at the level of transaction. Subjects include Introduction of Accounting & Book Keeping, Type of Business.

Organizations, users of Accounting Information, Business Transaction & Documentations, Assets, Liabilities, Capital & Drawings. Sales, Purchases, Revenue, Expenses, Type of Discounts, Distinguish between Capital and revenue expenditure, Double Entry Bookkeeping, Recording Business Transactions, Different types of Journals, Different types of ledgers, Cash book and Petty Cash book, Trial Balance, Statement of Comprehensive, Income (Income Statement, Statement of Financial, Position (Balance Sheet), Bank Reconciliation Statements, Control Accounts, Direct Cash flow Statement & Assignments.

KEY COURSE INFORMATION

- Course Fee: \$350.00
- Training Duration: 3 Days
- Mode of Training: Classroom
- Language of Delivery: English
- Level: Basic

ENTRY REQUIREMENT

Good command in English Language and Math

CERTIFICATION

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