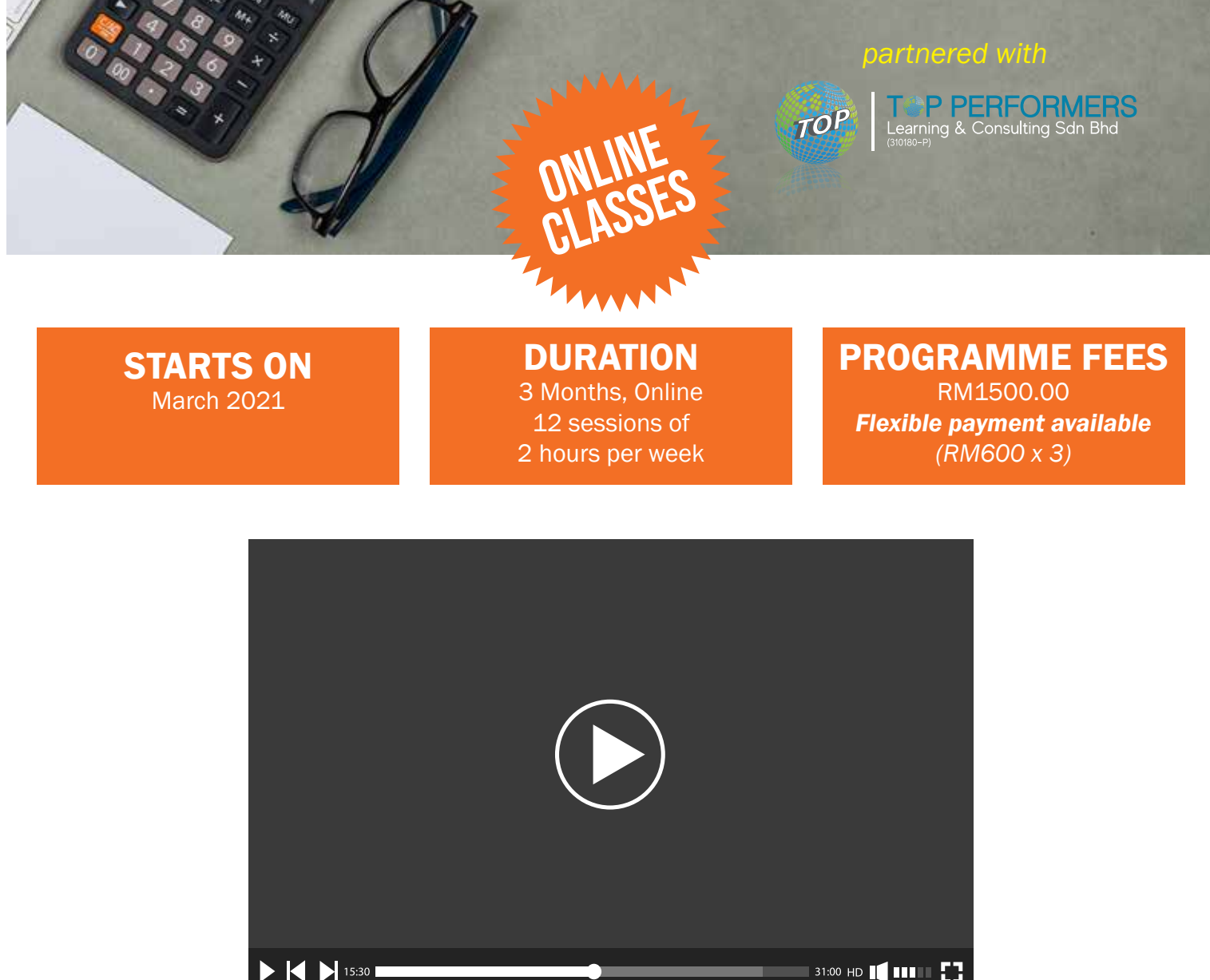


Professional Certificate in Practical Accounting

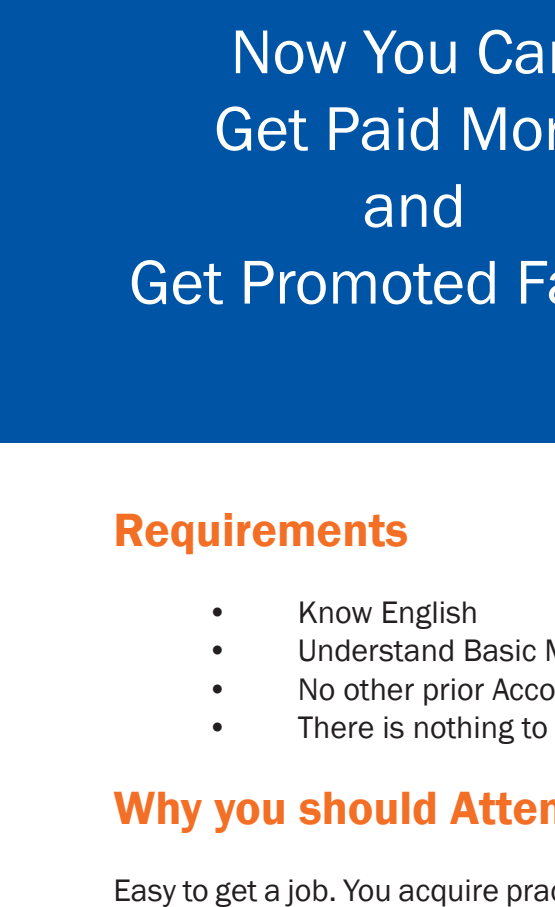
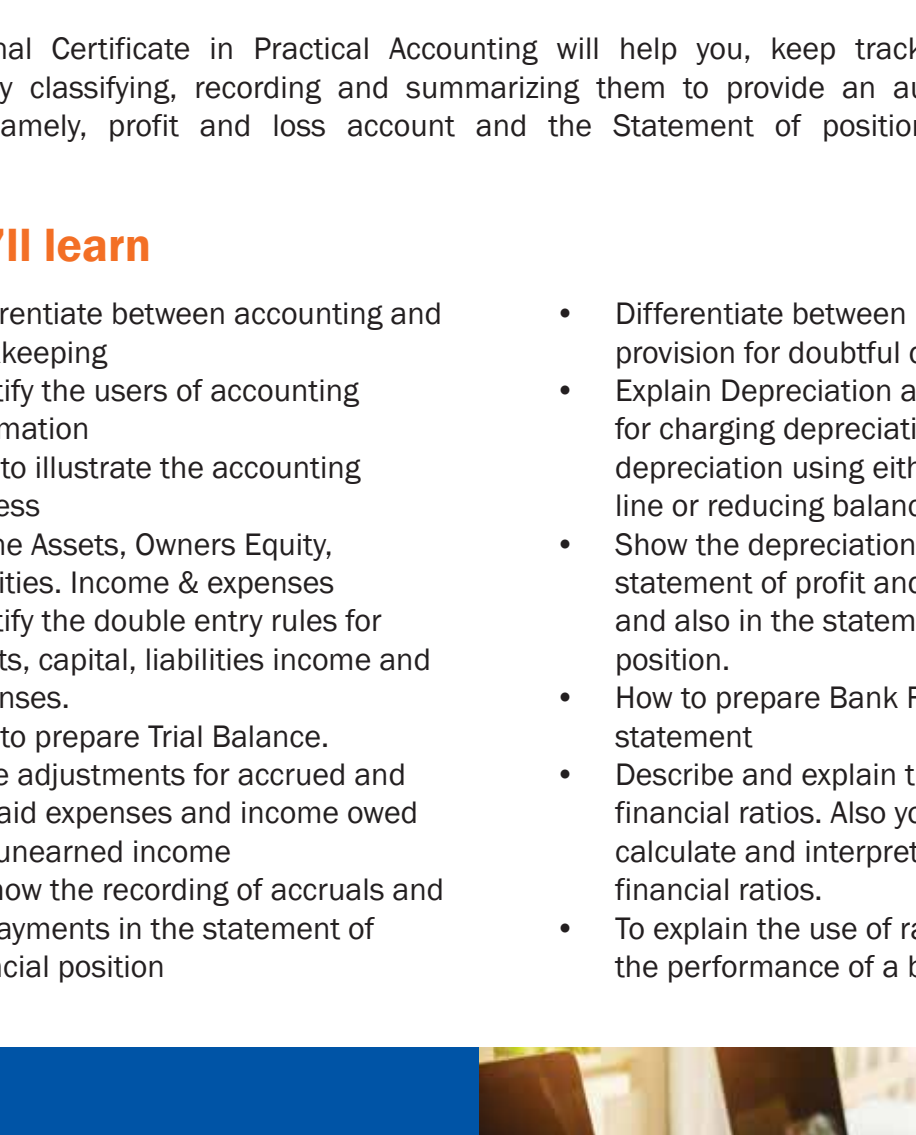
পশোগত শংসাপতর
প্রাকটিক্যাল অ্যাকাউন্টিং



STARTS ON
March 2021

DURATION
3 Months, Online
12 sessions of
2 hours per week

PROGRAMME FEES
RM1500.00
*Flexible payment available
(RM600 x 3)*



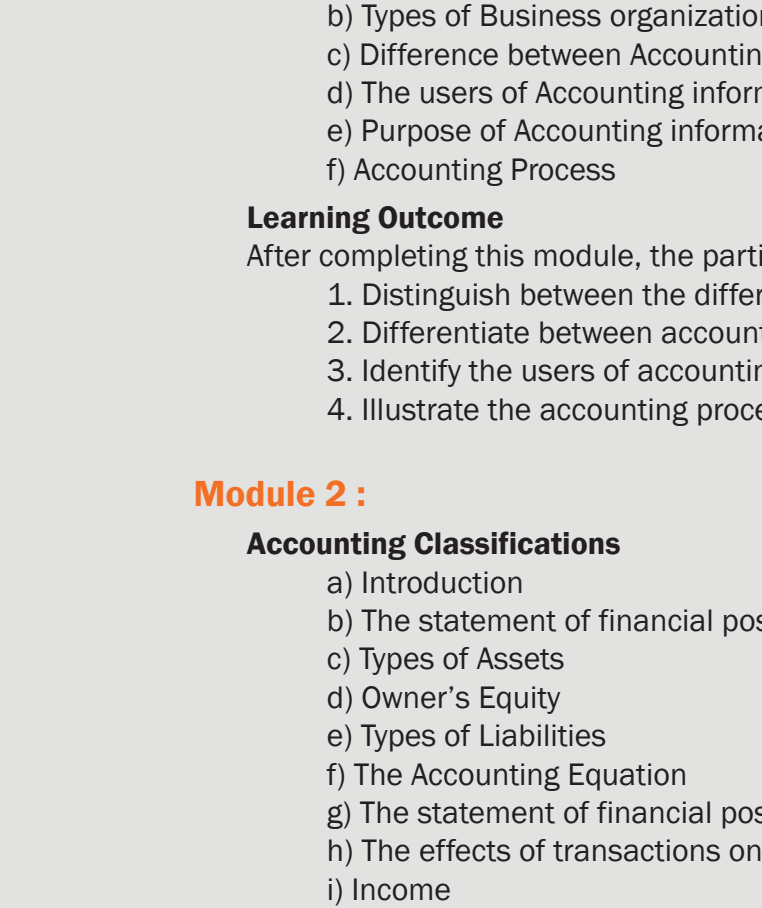
Fast & Easy Way to Acquire Practical Accounting Skills.

Program Description

The Professional Certificate in Practical Accounting will help you, keep track of all business transactions by classifying, recording and summarizing them to provide an authentic Financial Statements, namely, profit and loss account and the Statement of position to the various Stakeholders.

What you'll learn

- Differentiate between accounting and bookkeeping
- Identify the users of accounting information
- Able to illustrate the accounting Process
- Define Assets, Owners Equity, liabilities. Income & expenses
- Identify the double entry rules for assets, capital, liabilities income and expenses.
- How to prepare Trial Balance.
- Make adjustments for accrued and prepaid expenses and income owed and unearned income
- To show the recording of accruals and prepayments in the statement of financial position
- Differentiate between bad debts and provision for doubtful debts
- Explain Depreciation and the reasons for charging depreciation. Calculate depreciation using either the straight line or reducing balance method.
- Show the depreciation charges in the statement of profit and loss account and also in the statement of financial position.
- How to prepare Bank Reconciliation statement
- Describe and explain the different financial ratios. Also you will be able to calculate and interpret the main financial ratios.
- To explain the use of ratios in analyzing the performance of a business



Now You Can Get Paid More and Get Promoted Faster

Requirements

- Know English
- Understand Basic Math.
- No other prior Accounting knowledge is needed - Just a curious mind!
- There is nothing to buy or pay for - everything is included.

Why you should Attend this program:

Easy to get a job. You acquire practical skills in this program that you can immediately apply. Employers wanted to employ those who can perform independently.

As every single business needs to record its income and expenses, not just for internal management and control, but also for external stakeholders like government, tax authorities, investors, lenders, and even suppliers and customers.

Having a good command of numbers and the idea of how cash flows are recorded and presented makes you a value added professional.

Who should take this course:

- Employees working in the finance department but have no knowledge of Accounting
- Students leaving college/university, looking for employment.
- Those who are in decision making roles involved in planning, Managing and controlling cost and performance.
- Those who are looking to enhance your accounting skills with a practical skills program suited to a variety of contexts and industries.
- Startup company founders
- Business owners and Entrepreneurs
- Managers/Departmental Leaders
- Accounting and Finance Students
- Aspiring Accountants
- Investors

Prerequisite:

This course starts from zero, no background knowledge is required. Even 12 years old can also learn Bookkeeping, Accounting, and Financial Statements Preparation in this course.

Contents:

Module 1 :

Introduction to Accounting

- Introduction
- Types of Business organizations
- Difference between Accounting and Bookkeeping
- The users of Accounting information – internal and external
- Purpose of Accounting information
- Accounting Process

Learning Outcome

After completing this module, the participants should be able to

1. Identify the different types of business organizations
2. Differentiate between accounting and bookkeeping
3. Identify the users of accounting information
4. Illustrate the accounting process

Module 2 :

Accounting Classifications

- Introduction
- The statement of financial position or Balance Sheet
- Types of Assets
- Owner's Equity
- Types of Liabilities
- The Accounting Equation
- The statement of financial position and the effects of business transactions
- The effects of transactions on the Accounting Equation
- Income
- Expenses
- Statement of profit or loss presentation
- Relationship of profit to the accounting equation
- The effects of transactions on the expanded accounting equation.

Learning Outcome

After completing this module, the participants should be able to

- a) Define assets, owner's Equity and liabilities
- b) Determine the basic accounting equation
- c) Define income and expenses
- d) Identify the relationship between profit and the accounting equation
- e) Show the effect of transactions on the accounting equation

Module 3 :

Double Entry Principles

- Introduction
- Double entry principles for Assets, Liabilities and Capital
- Double Entry Principles for Expenses and income
- Double Entry Principles for Inventory
- Trade Discount
- Cash Discount
- Carriage inwards and carriage outwards

Learning Outcome:

After completing this module, you should be able to:

1. Identify the double entry rules for assets, capital, Liabilities, income and expenses
2. Identify the double entry rules for inventory
3. Explain the difference between trade discount and cash discount, carriage inwards and carriage outwards

Module 4 :

Capital Expenditure and Revenue Expenditure

- Introduction
- Definition of Capital and Revenue Expenditures
- Capital Expenditure Items and Treatments
- Revenue Expenditure Items and Treatments

Learning Outcome:

After completing this module, you should be able to:

1. Distinguish between capital revenue expenditure items
2. Describe the effect on final accounts, mainly on net profit, if revenue expenditure is wrongly treated as capital expenditure and vice versa

Module 5 :

Financial Statements

- Introduction
- Closing Entries
- Statement of profit or loss
- Statement of Financial position
- Format of Financial Statements

Learning Outcome:

After completing this module, you should be able to:

1. Prepare closing entries
2. Prepare the statement of profit or loss and statement of financial position/Balance Sheet

Module 6 :

Adjustments for Accruals and prepayments

- Introduction
- Types of Adjusting Entries for Nominal Accounts
- Adjusting Entries for prepaid Expenses
- Adjusting Entries for Accrued Expenses
- Adjusting Entries for income received in Advance
- Adjusting Entries for Accrued income

Learning Outcome:

After completing this module, you should be able to:

1. Make adjustments for accrued and prepaid expenses
2. Make adjustments for income owed and unearned income
3. Determine the actual amount of expenses and income in the statement of profit or loss
4. Show the recording of accruals and prepayments in the statement of financial position

Module 7 :

Accounting for Accounts Receivable

- Introduction
- Bad Debts and Allowance for Doubtful Debts
- Direct Write-off Method
- Allowance Method

Learning Outcome:

After completing this module, you should be able to:

1. Differentiate between bad debts and allowance for doubtful debts.
2. Make adjustments on accounts receivable for bad debt expense and bad debt recovered

Module 8 :

Depreciation of Fixed Assets

- Introduction
- Definition of Depreciation
- Reasons for Charging Depreciation
- Causes of Depreciation
- Factors to be considered in Determining Depreciation
- Methods of providing for depreciation
- Accounting Expenses for Fixed assets and Depreciation expenses
- Statement of profit or loss and statement of Financial position presentation

Learning Outcome:

After completing this module, you should be able to:

1. Explain depreciation
2. Identify the reasons for charging depreciation
3. Explain and explain the causes of depreciation
4. Calculate depreciation expense using either the straight line or reducing balance method
5. Record depreciation expense in the books
6. Show the depreciation charges in the statement of profit or loss
7. Show the accumulated depreciation charges in the statement of financial position

Module 9 :

Financial Statements with Year-end-Adjustments

- Introduction
- Financial Statement Model Solutions with year end adjustment

Learning Outcome/Objectives:

After completing this module, you should be able to:

1. Make necessary adjustments for expenses paid in advance and accrued expenses
2. Make necessary adjustments for income received in advance and accrued income
3. Ascertain the amounts of expense and income items
4. Calculate the depreciation expense and then ascertain the accumulated depreciation.
5. Calculate the allowance for doubtful debt
6. Prepare a financial statement after making all the necessary adjustments

Module 10 :

Bank Reconciliation Statement

- Introduction
- Bank statement and Cash Book
- Differences between Bank statement Balance and Bank account balance
- The process of preparing the Bank reconciliation statement.
- The treatment of Errors, overdrafts and opening balance disagreements

Learning Outcome

After completing this module, you should be able to:

1. Distinguish and explain items appearing on the bank statement and bank account
2. Prepare the updated bank account
3. Explain the purpose of preparing the bank reconciliation statement
4. Prepare the bank reconciliation statement

Module 11 :

Financial Statement Analysis and Financial Ratios

- Introduction
- Objectives of Financial Statement Analysis
- The Use of Ratios to Analyze Financial Statements

Learning Outcome/Objectives:

After completing this module, you should be able to:

1. Describe and explain the different financial ratios
2. Calculate and interpret the main financial ratios
3. Explain the use of ratios in analyzing the performance of a business

Module 12 :

Software Training

This training is done as most people are using accounting software to do accounting. We will demonstrate how to use the various journals and post to the ledgers and prepare the Trial Balance and prepare the final accounts giving the profit and loss account, Balance sheet and produce the various reports.



Introduction to the Lecturer

K.Gopalan - Chartered Accountant, has 45 years of experience in Accounting training... of which 22 years as Accountant at various organizations. The balance of 23 years he worked as an Accounting consultant and Trainer. He holds a Masters in Human Resource Development (HRD) from George Washington University, USA. He is an Accountant by qualification (CIIMA). He also worked as senior consultant with Deloitte, one of the big four accounting firms in the world. In the first 22 years he use to give lectures on accounting and finance for ACCA students at some of the leading private colleges at that time. Later he use to conduct numerous programs for Top organizations including Petronas on Accounting and finance for non-finance executives and managers. Gopalan is also a regular speaker at seminars and conferences in Malaysia and overseas.

At his age of 72, he had already achieved his personal & financial goals long time ago and he is merely doing this for his active lifestyle & passion to develop the younger generation in Accounting to master the subject in the easiest ways, with his magical touch & unique teaching techniques. Accounting is made so simple to understand & apply in any business or organization. You will be amazed by the humbleness of his character & sharpness of his skills as the essence accumulated through his vast experiences in the industry for more than 4 decades. As a result, you will gain the Speed Mastery of Full Set of Account & Financial Analysis in just 3 months, and greatly increase your competitiveness & self-worth in the job market /as entrepreneur.



Accounting is a new Skill

Earn a Certificate

When you finish this course successfully, which means, meeting the criteria set by Asia Metropolitan University: a) class attendance (50%) b) class assignments done (50%), you will get a certificate from **Asia Metropolitan University Malaysia**.

About Asia Metropolitan University

Asia Metropolitan University (AMU) is a full-fledged university offering a wide range of programmes which bears testimony to the impressive track record within the Malaysian private-higher education industry. AMU provides a comprehensive educational pathway beginning from foundation and diploma studies for post-secondary school certificate holders who can then move on to pursuing undergraduate studies. Beyond that AMU also offers a wide range of masters and doctoral degree programmes.



AMU is focused on producing trained, qualified, competent graduates for domestic and international markets in various disciplines. AMU aims to be "The University of Choice" within the local and global education landscape. Above all, we envision our students to come from diverse cultures and background who will be able to significantly contribute to society and mankind.

Partnering Organization

Top Performers Learning and Consulting Sdn Bhd will be marketing, managing and administrating the **Professional Certificate in Practical Accounting** course.