



THE PRACTICAL GUIDE TO BASIC ACCOUNTING

Endorsed by: BRUNEI DARUSSALAM INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS

Aims

To develop a knowledge and understanding of the operations and maintenance of accounting systems and procedures at the level of transaction recording

Who should attend

- ❖ Accounts Assistant
- ❖ Semi-senior accounts clerk
- ❖ Senior Secretary / Administrator with basic accounting knowledge

A 3-DAYS WORKSHOP OUTLINE

Day 1

- ❖ 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

Day 2

- ❖ 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)

Day 3

- ❖ Bank Reconciliation Statements
- ❖ Control Accounts
- ❖ Assignments

**Student &
Unemployed
40% Discount**

FEE: B\$250.00/Pax

Registration Form Tel: 2233945 Fax: 2454946 Website: www.bicpabrunei.com

Name: _____

Name: _____

Name of Person-In -Charge _____

Co. Name: _____

Address: _____

Tel: _____ Fax: _____

Email: _____

Date:

13, 14 & 15 January 2009

10, 11 & 12 February 2009

10, 11 & 12 March 2009

14, 15 & 16 April 2009

12, 13 & 14 May 2009

16, 17 & 18 June 2009



THE PRACTICAL GUIDE TO BASIC ACCOUNTING

Endorsed by: BRUNEI DARUSSALAM INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS

Aims

To develop a knowledge and understanding of the operations and maintenance of accounting systems and procedures at the level of transaction recording

Who should attend

- ❖ Accounts Assistant
- ❖ Semi-senior accounts clerk
- ❖ Senior Secretary / Administrator with basic accounting knowledge

A 3-DAYS WORKSHOP OUTLINE

Day 1

- ❖ 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

Day 2

- ❖ 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)

Day 3

- ❖ Bank Reconciliation Statements
- ❖ Control Accounts
- ❖ Assignments

**Student &
Unemployed
40% Discount**

FEE: B\$250.00/Pax

Registration Form Tel: 2233945 Fax: 2454946 Website: www.bicpabrunei.com

Name: _____

Name: _____

Name of Person-In -Charge _____

Co. Name: _____

Address: _____

Tel: _____ Fax: _____

Email: _____

Date:

07, 08 & 09 July 2009

04, 05 & 06 August 2009

06, 07 & 08 October 2009

03, 04 & 05 Nov 2009

08, 09 & 10 Dec 2009