

COURSE TITLE	<p align="center">BUSINESS ACCOUNTING LEADING TO 'O' LEVEL</p>
COURSE AIM	<p>To gain skills, knowledge and experiences necessary in using accounting techniques thus gaining a greater insight into the methods by which business operate.</p>
COURSE CONTENTS	<p>The following are some of the units that will be covered:</p> <ol style="list-style-type: none"> 1. Introduction to the business environment 2. Trail balance 3. Accounting concepts and statement of standard accounting practice 4. The banking system 5. Purchase of Sales 6. Value added tax 7. Depreciation of fixed assets 8. Bad debts, provisions of bad debts, provisions for discounts on debtors 9. Introduction of accounting ratios 10. Manufacturing accounts 11. Departmental Accounts 12. Good will 13. Final Accounts of limited liability company
DURATION	<p>70 hours</p>
SCHEDULE	<p>Once a week, evenings.</p>
VENUE	<p>At the ETC Training Complex in Hal Far.</p>



Operational Programme II – Cohesion Policy 2007-2013
Empowering People for More Jobs and a Better Quality of Life
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INTENDED FOR	Mature adults who are highly motivated to pursue further studies. The trainees should be proficient in the English Language.
FEE	Nil
CERTIFICATION	The Institute will award Certificates to candidates who pass a final examination set by the Institute.



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