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Bookkeeping Fundamentals Level 1 Course

Duration

2 Days (08:30 - 16:00)

Objectives

Bookkeeping Fundamentals course is a comprehensive training programme which covers the basic bookkeeping terms and concepts, shows how to deal with basic bookkeeping documents and how to use them in a manual accounting system.

Who should attend?

This course has been designed for learners who are required to work on any of the Pastel Accounting Software packages, and who have had little or no exposure to bookkeeping.

Prerequisite

Learners need to have Mathematical Literacy or Standard 8/Grade 10 Mathematics to complete this course.

Course Outline

1. Bookkeeping Introduction

- Types of companies
- The Double Entry System
- Bookkeeping and Accounting Cycle

2. Introduction to VAT

- Introduction to VAT
- Terms used in VAT
- VAT processing
- Calculating VAT
- Bank statements

3. Source Documents

- Receipts
- Deposit books / slip
- Cheque counterfoils
- Petty cash vouchers
- Tax invoices
- Credit notes and Returns

4. Inventory

- Inventory Systems
- Costing Methods

5. Subsidiary Journals

- Cash book Journal
- Customer and Supplier Journals
- Petty Cash Journals
- General Journal
- Closing off Journals
- Credit Notes and Returns

6. General Ledger

- The different sections of the general ledger
- Posting from the subsidiary journals to the general ledger
- Closing off accounts in the general ledger

7. Trial Balance

- Post your General Ledger to your Trial Balance

8. Income Statement

- Post from Trial Balance to Income Statement

9. General Ledger

- Post from your Trial Balance to your Balance sheet

Questions and answers

To check the course schedule, location, pricing and to book online please visit

http://www.multimediacentre.co.za/courses/business_finance.php

Our outlines are a guide to the content covered on a typical class. We may change or alter the course topics to meet the objectives of a particular class.

Finance for Non-Financial Managers Course

Duration

2 Days (08:30 - 16:00)

Objectives

Finance for non-financial managers is a 2-day course for managers in today's challenging business world. It is essential for individuals to have a working knowledge of finance. We all play a role in our organisations' financial health, whether we realise it or not. If you don't have training or a background in finances, you may be at a disadvantage as you sit around the management table. Understanding the cycle of finance will help you figure out where you fit into your company's financial structure. Finance for Non-Financial Managers course teaches the delegates all about: Basics of Accounting, Income Statements, Balance Sheets, Other Financial Statements, Budgeting, Operating Budgets and Ethical Decisions Whistle-blowing Unethical behavior.

Who should attend?

Senior and Junior Management. New Business Owners & Start Ups. Anyone interested in a financial short course.

Prerequisite

None

Course Outline

1. Basics of accounting

- Accounting
- Key accounting

2. Income Statements

- Income Statement basics
- Prepare and interpret an Income Statement

3. Balance Sheet

- Balance Sheet basics
- Prepare Balance Sheets
- Interpret Balance Sheets

4. Other Financial Statements

- Cash Flow Statement
- Statement of Stockholders' Equity

5. Budgeting

- Fundamentals of budgeting
- Analyze financial statements
- Set objectives
- Monitor performance

6. Operating budgets

- Operating budget basics
- Operating budget terminology
- Operating budget methods

7. Ethical decisions

- Basics of business ethics
- Making ethical decisions

8. Whistle-blowing

- Whistle-blowing criteria and risks
- The whistle-blowing process

9. Unethical behavior

- Recognizing unethical behavior
- Ending unethical behavior

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