

SCHOOL OF PRACTICAL ACCOUNTING-*Job Training Providers*

1ST School To Offer Practical Accounting in T&T/Email: schpra_ac@hotmail.com



Practical Accounting

Cost:\$1295

A JUNIOR ACCOUNTANT'S COURSE!

COURSE OUTLINE

Learn A complete Accounting System, Individual & Business Vat, Tax & Payroll in 12 weeks

MODULE 1: Introduction to Accounts

Proper Accounting
Double Entry
Bank Reconciliation
Fixed Assets-
Depreciation & Disposal

MODULE 2: Book Keeping

Filing
Daily Books
Debtors Ledger
Creditors Ledger
General Ledger

MODULE 3: Finalization of Accounts

Spreadsheets
Journals
Trial Balance & Errors
Trading Profit & Loss
Balance Sheet

MODULE 4: You & the Gov't

Income Tax
Vat Return
Payroll-
PAYE, NIS & Health Surcharge
Business & Green Fund Levies

**NO
QUALIFICATIONS
REQUIRED**

**JOB PLACEMENT
OPPORTUNITIES
PROVIDED**

**FLEXIBLE
PAYMENT
PLAN**

Chaguanas
665-6105/387-0488
80 Main Rd, Montrose

San Juan
675-8673/387-0490
12 Eastern Main Rd

San Fernando
652-0716/387-0489
#127 Coffee St