

SCHOOL OF PRACTICAL ACCOUNTING-*Job Training Providers*

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



BECOME A JUNIOR ACCOUNTANT

Register for this Full Time Three Month Programme in Accounting, Computers & Office Skills

Cost: \$2695.00 (Modules A -D)

OBJECTIVES OF THE PROGRAMME

No Qualifications Required!

1. To understand all aspects of Accounting at a given workplace theoretically and practically.
2. To gain experience by actually performing Accounting tasks in a live system for a 3-month period.
3. To be able to communicate effectively in the workplace.
4. To appreciate all aspects of Computers in an Accounting Environment.

MODULE A: PRACTICAL ACCOUNTING

Learn a complete Accounting System, Individual & Business Tax, Vat & Pavroll and become a Junior Accountant.

1. Introduction to Accounts
2. Book-Keeping
3. Finalization of Accounts
4. You and the Government

MODULE B: HANDS ON APPRENTICESHIP

To enable a student to actually perform various Accounting tasks in a real-life situation

1. Writing up of Daily Books
2. Creation of Debtors, Creditors and General Ledger
3. Extraction of Trial Balance
4. Creation of Journals
5. Preparation of Financial Statements

MODULE C: COMPUTERIZED ACCOUNTING

Learn a Computerized Manual Accounting System in order to facilitate greater efficiency in Management and Financial reports.

1. Introduction to Computers
2. Microsoft Excel
3. Peachtree Accounting:
Setting up the System, Security and Operations

MODULE D: OFFICE SKILLS (Mon/Tue/Wed: 1-3pm)

Learn the ethics and etiquette involved in a Business Environment

1. Organizational Structure
2. Interview Preparation
3. Communication
4. Records Management

**Bonus:
Full-Time Only!
10 hrs**

Your Completed Accounting System will be evaluated by the School of Practical Accounting, so that a prospective employer will appraise the system at a Job Interview.

Part-Time Classes: \$2995 (Modules A-C) / Manuals & Certificates Provided / Flexible Payment Plan

Chaguanas

80 Main Rd Montrose
665-6105/387-0488

San Fernando

127 Coffee St
652-0716/387-0489

San Juan

12 Eastern Main Rd
675-8673/387-0490

Visit us at any of our locations (Mon-Thur: 8am-5:30pm/Fri-Sat: 8am-4pm)

JOB PLACEMENT OPPORTUNITIES PROVIDED