

Best Fit for:

SMEs or NGO' staff

cashier, admin whom employer aims to build them to be accountant that can actually do accounting work

Junior employee

non-accounting background who
has long term goal to add
additional skills for career growth
or as additional back up career plan
for themselves

Self-employed or Business Owner

aim to understand proper accounting knowledge and that can lead to cost saving for future bookkeeping

New graduate

adding accounting certificate as technical skills to their profile for more career options



18 SESSIONS

Total wees 6
Session/week 3
time/session 1.5hr

Course Outline

W1

Accounting concept

Accounting equotion

Asset liability and OE

W2

Construct Equotion

Revenue and Expenses

Account classifications

W3

Key Accounting rules

Accounting cycel

Transaction classification and analysis

W4

Accounting recording

Chart of Account

Double entry and general Ledger

W5

Double entry and general ledger (cont)

Trail Balance

Account error tracking

W6

Period ending process

Adjustment journal & Trail Balance

Construct basic financial R

How We Learnt

LESSON & SAMPLE
PRACTICE IN
ACCOUNTING
SOFTWARF

40%

QUIZ AND EXERCISE

60%

EXAM

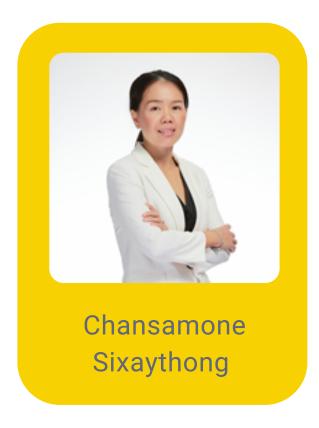
To Pass Certificate 1

— 85

at least score of



Instructor



Strong Academic in Accounting and Financial Planning with and over 13 Year-working in the filed

Education Background

- Master of Financial Planning, UNSW, Australia
- Advance Diplma of Accounting, Victoria, Australia
- Business Management, Lao American College, Laos

Work Experience

- Local Consultant Disaster Risk Finance for Transportation, World Bank Laos
- Former Director Finance, Prudential Life Assurance Laos
- Chief Accountant, local entities

