



WINDSOR

ACCOUNTING
CONSULTANCY
SERVICE

CERTIFICATE IN ACCOUNTING

Cert 1: Basic Accounting

Mon, Wed, Thu 5:30pm-6:45pm

6 weeks: 18 sessions

Fee: \$250 incld all materials

+85620 56107979

chansamone@windsoracc.com

www.windsoracc.com

location: 006 Kaoyord, Samsianthai RD,
Sisattanak District, VTE Capital, Laos

**Enrollment
max 12**

PARTICIPANTS

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 weeks 6
Session/week 3
time/session 1.5hr

Course Outline

W1

Accounting concept
Accounting equation
Asset liability and OE

W2

Construct Equation
Revenue and Expenses
Account classifications

W3

Key Accounting rules
Accounting cycle
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 SOFTWARE

To Pass Certificate 1

40%

QUIZ AND EXERCISE

60%

EXAM

=

85%

at least score of

Instructor



Chansamone
Sixaythong

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 Diploma 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