



CONSULTING . CORPORATE TRAINING . PERSONNEL

Make your Dreams Come True

2016/17 Course Outline

MSPD Skills Development Programme

Basic Bookkeeping

Learning Outcomes

This course will enable you to implement and gain knowledge of the following :

- Basic concepts in bookkeeping and accounting
- The rules of double entry
- Value Added Tax and source documents
- Recording cash transactions
- Recording credit and sundry transactions
- Inventory systems
- Accounts receivable and accounts payable
- The bank reconciliation process
- Reconciling supplier statements

