



## Accounting Fundamentals

The course is designed to equip learners with the required knowledge and skills to work as Junior Accountant or Cashier. The course will include professional practices that are needed in the labor market. Learners will be provided with the opportunities to use accounting software to manage and control the accounting information. Also, skills needed to communicate effectively as an accountant will be developed through practical tasks and activities. Furthermore, the course will equip learners with the skills needed to market themselves by preparing them for successful employment.

### TARGET GROUP

The course is intended for jobseekers who require skills to increase their chances of employment in the field of accounting.

### BENEFITS OF ATTENDING

Upon completion of this course, participants will gain the knowledge, the principles, and skills of accounting fundamentals.

### COURSE CONTENTS

The course consists of four (4) courses that will be delivered in 12 weeks period. Learners should attend 16 contact hours per week and work at an average of 6 hours per week to complete the requirement of the course.

The course consists of:

- Accounting Fundamentals
- Accounting Software
- Communication Skill for Business
- Market Yourself

### LEARNING AND TEACHING STRATEGIES

The course is delivered using a PBL philosophy through a mixture of classroom teaching, tutorials, lab work and supervised projects/activities. Assessment of courses is both formative and summative, and typically includes a mix of, assignments, oral presentations, test, and project reports. The teaching and learning methods appropriate to this course include a wide range of different strategies to meet the needs of students and depend on the class numbers and tasks involved. These may include, but are not limited to:

- Instructive lectures
- Facilitated Discussions
- Group discussions
- Tutor-directed assignments
- Tasks performed in the classroom.
- Online exercises, tutorials, and discussion

- Role play
- Videos
- Tutorials

The teaching methods include the provision of learning experiences and opportunities that enhance the transfer of information to aid understanding, and then enable practice to take place through related tasks and the provision of opportunities to apply skills and knowledge.

### ASSESSMENT STRATEGIES

The designed assessment strategy assures learning through aligning the course learning outcomes to the assessment types. Those include and not limited to Assessments: Practical test and assignments/Portfolio, Skill demonstration.

### CERTIFICATION

- A certificate of completion will be awarded to learners upon their successful achievement of assessments.
- Completion requirements: 60% passing rate in every course of the course.
- Attendance: 80% of the total contact hours, 20% or less for absenteeism is allowed

### TRAINING DURATION

3 months/ 12 weeks (full time Training) and 3 months/12 weeks (Work Placement) total is 6 Months.

### ENTRY REQUIREMENTS

- Secondary school graduate
- Beginner/elementary user of English

### FURTHER INFORMATION

For further information or to [register](#) in the program, please visit our [webpage](#):

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