



Accounting and Finance

⇒ Course 01: Introduction to Accounting

Section 01: Accounting Fundamental

- Module 1. What is Financial Accounting
- Module 2. Accounting Double Entry System and Fundamental Accounting Rules
- Module 3. Financial Accounting Process and Financial Statements Generates
- Module 4. Basic Accounting Equation and Four Financial Statements
- Module 5. Define a Chart of Accounts and Classify the accounts
- Module 6. External and Internal Transactions with companies
- Module 7. Short Exercise to Confirm what we learned in this section

Section 02: Accounting Policies

- Module 8. What are Major Accounting Policies need to be decided by companies
- Module 9. Depreciation Policies
- Module 10. Operational Fixed Asset Controls
- Module 11. Inventory Accounting and Controls
- Module 12. Revenue Accounting and Controls

⇒ Course 02: Level 3 Tax Accounting

- Module 01: Tax System and Administration in the UK
- Module 02: Tax on Individuals
- Module 03: National Insurance
- Module 04: How to Submit a Self-Assessment Tax Return
- Module 05: Fundamentals of Income Tax
- Module 06: Payee, Payroll and Wages
- Module 07: Value Added Tax
- Module 08: Corporation Tax
- Module 09: Double Entry Accounting
- Module 10: Management Accounting and Financial Analysis
- Module 11: Career as a Tax Accountant in the UK

⇒ Course 03: Introduction to VAT

- Module 01: Understanding VAT
- Module 02: VAT Terminology and Calculation
- Module 03: VAT Taxable Persons
- Module 04: VAT Registration
- Module 05: VAT Rates
- Module 06: Invoicing and Records
- Module 07: VAT Application in Goods, Services and Vehicles
- Module 08: Supply
- Module 09: The VAT Return
- Module 10: Tips on VAT Compliance
- Module 11: VAT Exemptions and Zero-Rated VAT
- Module 12: Miscellaneous VAT Issues and Penalties
- Module 13: Making Tax Digital

⇒ Course 04: Level 3 Xero Training

- Introduction
- Getting Started
- Invoices and Sales
- Bills and Purchases
- Bank Accounts
- Products and Services
- Fixed Assets
- Payroll
- VAT Returns

⇒ Course 05: Professional Bookkeeping Course

- Section 01: Introduction
- Section 02: Basic Accounting Terms
- Section 03: Common Transactions
- Section 04: Practice

⇒ Course 06: Microsoft Excel Level 3

- Microsoft Excel 2019 New Features
- Getting Started with Microsoft Office Excel
- Performing Calculations
- Modifying a Worksheet
- Formatting a Worksheet
- Printing Workbooks
- Managing Workbooks
- Working with Functions
- Working with Lists
- Analyzing Data
- Visualizing Data with Charts
- Using PivotTables and PivotCharts
- Working with Multiple Worksheets and Workbooks
- Using Lookup Functions and Formula Auditing
- Sharing and Protecting Workbooks
- Automating Workbook Functionality
- Creating Sparklines and Mapping Data
- Forecasting Data
- Excel Templates

⇒ Course 07: Presenting Financial Information

- Module 01: Presenting Financial Information
- Module 02: The Hierarchy of Performance Indicators
- Module 03: The Principle of Effective Reports
- Module 04: Guidelines for Designing Management Reports
- Module 05: Methods of Presenting Performance Data
- Module 06: The Control Chart: Highlighting the Variation in the Data
- Module 07: The Pareto Chart: Highlighting Priorities
- Module 08: Exercise: The Control Chart
- Module 09: An Example Management Report
- Module 10: Interpreting Performance Data
- Module 11: Supporting Colleagues by Giving Feedback
- Module 12: Data Visualisation Part 01
- Module 13: Data Visualisation Part 02
- Module 14: Data Visualisation Part 03
- Module 15: Data Visualisation Part 04
- Module 16: Final Thoughts on Presenting Financial Information

⇒ Course 08: GDPR Data Protection Level 5

- GDPR Basics
- GDPR Explained
- Lawful Basis for Preparation
- Rights and Breaches
- Responsibilities and Obligations

⇒ Course 09: Fraud Management & Anti Money Laundering Awareness Complete Diploma

- Introduction to Money Laundering
- Proceeds of Crime Act 2002
- Development of Anti-Money Laundering Regulation
- Responsibility of the Money Laundering Reporting Office
- Risk-based Approach
- Customer Due Diligence
- Record Keeping
- Suspicious Conduct and Transactions
- Awareness and Training

⇒ Course 10: Business Analysis Level 3

- Introduction to Business Analysis
- Business Processes
- Business Analysis Planning and Monitoring
- Strategic Analysis and Product Scope
- Solution Evaluation
- Investigation Techniques
- Ratio Analysis
- Stakeholder Analysis and Management
- Process Improvement with Gap Analysis
- Documenting and Managing Requirements
- Career Prospect as a Business Analyst in the UK

⇒ Course 11: Time Management

- Identifying Goals
- Effective Energy Distribution
- Working with Your Personal Style



Thank You