



Quickbooks Bookkeeping

⇒ Course 01: Diploma in Quickbooks Bookkeeping

- Getting prepared - access the software and course materials
- Getting started
- Setting up the system
- Nominal ledger
- Customers
- Suppliers
- Sales ledger
- Purchases ledger
- Sundry payments
- Sundry receipts
- Petty cash
- VAT - Value Added Tax
- Bank reconciliation
- Payroll / Wages
- Reports
- Tasks

⇒ Course 02: Financial Modeling Using Excel

- Module 01: Welcome to the Course! Get the Overview of What You'll Learn
- Module 02: Planning your Financial Model
- Module 03: Building a Model Template
- Module 04: Projecting the Income Statement
- Module 05: Projecting the Balance Sheet
- Module 06: Projecting Cash Flows
- Module 07: Advanced Financial Modeling
- Module 08: BONUS LESSON: Top 5 Excel Features for Financial Modellers

⇒ Course 03: 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 04: Data Analysis in Excel Level 3 Course

- Module 01: Modifying a Worksheet
- Module 02: Working with Lists
- Module 03: Analyzing Data
- Module 04: Visualizing Data with Charts
- Module 05: Using PivotTables and PivotCharts
- Module 06: Working with Multiple Worksheets and Workbooks
- Module 07: Using Lookup Functions and Formula Auditing
- Module 08: Automating Workbook Functionality
- Module 09: Creating Sparklines and Mapping Data
- Module 10: Forecasting Data

⇒ Course 05: Business Analysis Level 3

- Module 01: Introduction to Business Analysis
- Module 02: Business Processes
- Module 03: Business Analysis Planning and Monitoring
- Module 04: Strategic Analysis and Product Scope
- Module 05: Solution Evaluation
- Module 06: Investigation Techniques
- Module 07: Ratio Analysis
- Module 08: Stakeholder Analysis and Management
- Module 09: Process Improvement with Gap Analysis
- Module 10: Documenting and Managing Requirements
- Module 11: Career Prospect as a Business Analyst in the UK

⇒ Course 06: Accounting and Tax

- 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 07: Fraud Management & Anti Money Laundering Awareness Complete Diploma

- Module 01: Introduction to Money Laundering
- Module 02: Proceeds of Crime Act 2002
- Module 03: Development of Anti-Money Laundering Regulation
- Module 04: Responsibility of the Money Laundering Reporting Office
- Module 05: Risk-based Approach
- Module 06: Customer Due Diligence
- Module 07: Record Keeping
- Module 08: Suspicious Conduct and Transactions
- Module 09: Awareness and Training

⇒ Course 08: Time Management

- Module 01: Identifying Goals
- Module 02: Effective Energy Distribution
- Module 03: Working with Your Personal Style
- Module 04: Building Your Toolbox
- Module 05: Establishing Your Action Plan

⇒ Course 09: Performance Management

- Module 01: Introduction
- Module 02: Performance
- Module 03: Key Performance Indicators
- Module 04: Reporting
- Module 05: Rewarding
- Module 06: Conclusion

⇒ Course 10: Decision Making

- Module 01: What is Decision Making?
- Module 02: Stress and Its Impact
- Module 03: Time Stress and Decision Making
- Module 04: Personal Level Decision making Under Stress
- Module 05: Organisational Level Decision making Under Stress
- Module 06: Decision Making for Conflict Management

⇒ Course 11: Quality Management

- Module 01: Introduction to Quality Management
- Module 02: Total Quality Management
- Module 03: Quality Measurement and Improvement
- Module 04: Quality Control
- Module 05: Understanding Customer Expectations and Needs
- Module 06: Six Sigma
- Module 07: Supply Chain Management
- Module 08: Quality Audits



Thank You