



# Certificate in Anti Money Laundering (AML)

# Certified Anti Money Laundering Specialist (CAMS) Diploma

Module 1: Introduction to the Course

Module 2: Definition of Money Laundering

Module 3: Responsibility & Oversight

Module 4: Risk Based Approach

Module 5: Customer Due Diligence (CDD)

Module 6: Suspicious Activity Reporting

Module 7: Record Keeping

Module 8: Training and Awareness

Module 9: GLOSSARY

Module 10: Legislative Summaries – Proceeds of Crime Act 2002

Module 11: Outsourcing, Subcontracting and Secondments

Module 12: Client Verification

Module 13: Decisions and Risk Factors

# Introduction to Accounting

## Section 01: Accounting Fundamental

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

## Section 02: Accounting Policies

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



# 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: Advanced Income Tax
- Module 07: Payee, Payroll and Wages
- Module 08: Capital Gain Tax
- Module 09: Value Added Tax
- Module 10: Import and Export
- Module 11: Corporation Tax
- Module 12: Inheritance Tax
- Module 13: Double Entry Accounting
- Module 14: Management Accounting and Financial Analysis
- Module 15: Career as a Tax Accountant in the UK

# Law and Contracts – Level 2

- Module 01: Introduction to UK Laws
- Module 02: Ministry of Justice
- Module 03: Agreements and Contractual Intention
- Module 04: Considerations and Capacities of Contract Laws
- Module 05: Terms within a Contract
- Module 06: Misinterpretations and Mistakes
- Module 07: Consumer Protection
- Module 08: Privity of Contract
- Module 09: Insurance Contract Laws
- Module 10: Contracts for Employees
- Module 11: Considerations in International Trade Contracts
- Module 12: Laws and Regulations for International Trade
- Module 13: Remedies for Any Contract Breach

# Payroll Management Course

- Module 01: Payroll System in the UK
- Module 02: Payroll Basics
- Module 03: Company Settings
- Module 04: Legislation Settings
- Module 05: Pension Scheme Basics
- Module 06: Pay Elements
- Module 07: The Processing Date
- Module 08: Adding Existing Employees
- Module 09: Adding New Employees
- Module 10: Payroll Processing Basics
- Module 11: Entering Payments
- Module 12: Pre-Update Reports
- Module 13: Updating Records
- Module 14: e-Submissions Basics
- Module 15: Process Payroll (November)
- Module 16: Employee Records and Reports
- Module 17: Editing Employee Records
- Module 18: Process Payroll (December)
- Module 19: Resetting Payments
- Module 20: Quick SSP
- Module 21: An Employee Leaves
- Module 22: Final Payroll Run
- Module 23: Reports and Historical Data
- Module 24: Year-End Procedures

# Xero Advisor Training

- Module 01: Getting Started
- Module 02: Setting up the System
- Module 03: Customers and Suppliers
- Module 04: Fixed Assets
- Module 05: Bank Payments and Receipts
- Module 06: Petty Cash
- Module 07: Bank Reconciliation
- Module 08: Business Credit Card Account
- Module 09: Aged Reports
- Module 10: Payroll and Journals
- Module 11: VAT Return
- Module 12: CIS Return
- Module 13: Accrual and Prepayment
- Module 14: Accrued Income and Deferred Income
- Module 15: Depreciation Journal
- Module 16: Management Reports
- Module 17: Preparation of Budget
- Module 18: Preparing Cash Flow
- Module 19: Payment Services on Xero
- Module 20: Bank Rules
- Module 21: Multicurrency on Xero
- Module 22: App Marketplace
- Module 23: Introduction of Resources available during Covid-19
- Module 24: Correction of Error



# Compliance & Business Risk Management

- Module 1: Introduction to Compliance
- Module 2: Five basic elements of compliance
- Module 3: Compliance Management System (CMS)
- Module 4: Compliance Audit
- Module 5: Compliance and Ethics
- Module 6: Risk and Types of Risk
- Module 7: Introduction to Risk Management
- Module 8: Risk Management Process



# GDPR

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

# 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

# Time Management

- Identifying Goals
- Effective Energy Distribution
- Working with Your Personal Style
- Building Your Toolbox
- Establishing Your Action Plan

# Professional Bookkeeping Course

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





Thank You