

## **Applied Accounting Outline**

<b>No</b>	<b>Subjects</b>
<b>1</b>	<b>International Computer Driving License (ICDL)</b>
<b>2</b>	<b>English language</b>
<b>3</b>	<b>Principles in Financial Accounting</b>
<b>4</b>	<b>Accounting documents (types and methods of preparation and migration of books)</b>
<b>5</b>	<b>Applications on administrative and general expenses / payable and prepaid</b>
<b>6</b>	<b>Applications on salaries, wages, social security and personnel</b>
<b>7</b>	<b>Applications on fixed assets, tangible and intangible, and consumption and waste</b>
<b>8</b>	<b>Applications on income tax and sales</b>
<b>9</b>	<b>Applications of Documentary Credits / Purchases</b>
<b>10</b>	<b>Applications of warehouses, warehouses, sales costs and pricing</b>
<b>11</b>	<b>Banks applications / checks for collection / bank reconciliations</b>
<b>12</b>	<b>Applications of the balance of monthly and annual audit</b>
<b>13</b>	<b>Applications of preparing lists and financial statements</b>

