

# Course: *Balancing The Books* ("BtB")

An SME's Guide to Computerised Bookkeeping - Level 1



The sustainable growth of a company weighs very much on sound financial management. However, many SME owners have neglected to execute effective bookkeeping from the lack of know-how or perceived complexity of accounting. The *BtB* course will enable them to finally take charge of their numbers by empowering participants with knowledge, processes and a powerful

computerised tool to simplify their accounting functions.

## *Course content*

*BtB* essentially provides a foundation in business accounting. Participants will gain the ability to practise fundamental bookkeeping with the simplest methodology, and generate relevant financial information and analysis to facilitate their companies' development. The course will guide participants through three modules:

- 1) the concept and relevance of bookkeeping
- 2) basic bookkeeping skills and essential financial reports
- 3) practical application through hands-on coaching with a computerised accounting software

Participants can expect to explore these sections by mastering three critical areas of business accounting:

- Cash and bank management
- Sales and collections
- Purchases, expenses and payments

## *Participants*

- SME owners or personnel who oversee the accounting function
- Executives or business owners who would benefit from understanding accounting basics
- Entrepreneurs seeking to manage their books according to sound practices

## COURSE DETAILS

Course duration: 2 consecutive sessions, 7 hours per session (2 days x 7 hours)

Date: 25<sup>th</sup> & 26<sup>th</sup> July 2011

Time: 9.30am – 5.30pm

Venue: MISDC, Melaka

Participants: maximum of 20 participants in each class

Fees: MYR1,000/participant

Certification: MISDC Attendance Certificate

### WHY MISDC?

1. HRDF contributors  
Training grant from HRDF can be applied through the SBL-KHAS scheme prior to the commencement of the programme
2. Technical training incentives under the SMIDEC Skills Development Grant for:
  - SMI
  - SME
  - Women Entrepreneurs

50% of the course fee is borne by SMIDEC

*\*Please contact MISDC for full details*

For further enquiries, please contact:  
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## Course Facilitator

**Puan Noorin Fariza** has more than 20 years of hands-on experience in Accounting, Audit and Taxation fields in the UK and Malaysia. Since obtaining her accountancy qualifications from the United Kingdom, she has worked in private corporations, overseeing the bookkeeping, financial accounts, budgetary and performance management divisions. Noorin also worked as the Audit Senior and Senior Associate Consultant in PricewaterhouseCoopers for nearly ten years. Currently, she is the Head of Corporate Services Division of Cubic Integrated Group Sdn Bhd (CIG), leading the entire financial operations including bookkeeping, accounting and treasury functions. Throughout her career, she gathered vast experience in various computerised accounting systems, which are invaluable tools for modern accounting practices.