

Accounts for Adults

This is a course designed for mature students (ideally over 17 years of age) who

Always wanted to learn basic accounts and never had the opportunity to do so: or for

A person who requires a knowledge of accounts at his/her workplace: or for

A person who, although finished compulsory schooling age, wishes to sit for his/her Matsec Ordinary Level in Accounts.

Advantages

- ✓ Weekly Introductory and Final sessions of 2hrs will be held on a weekday in Mosta in the evenings - 5.45pm to 7.45pm. This is particularly important for people who work particularly those who have office jobs.
- ✓ Monthly half day seminars (9am to noon on Saturdays) in Mosta where difficulties in exercises encountered and general weaknesses will be discussed in the form of workshops
- ✓ Maximum number of students will be 7 so individual attention will be provided
- ✓ Sessions will be delivered by professional people
- ✓ Handouts and Notes provided (copies at reasonable rates)
- ✓ Pastpapers – Matsec O level will be provided (copies at reasonable rates)

Requirements

- ✓ The only requirement needed is that one is determined to learn, regularly follow classes and have a basic level of secondary education or equivalent. The subject will be started from scratch and no prior knowledge of accounts is required!
- ✓ The only textbook requirement is: **Frank Wood - Business Accounting Book 1** Editions 8, 9 or 10. (Edition 7 and prior are **not** good)

Costs

		Euros
A. Weekly introductory sessions	Approx 6 – Evenings	
<i>Basic fundamentals of accounting</i>	2 hr sessions @ Euros 10 per session	60
B. Monthly seminars	Once a month – Saturday	
	9 am to 12 noon	
	Six seminars @ Euros 28 per seminar	168
C. Weekly revision sessions	Last 2 months before exam	
<i>Past papers and revision</i>	Mar and April	
	8 sessions – Evenings	
	2 hr sessions @ Euros 10 per session	80
	Total cost	<u>Euros 308</u>
	(excluding photocopies)	

If payment is done upfront, the total cost (excluding photocopies) would be Euros 275 only. Otherwise payment is before commencement of each of the Sections A , B and C.

Applications

Kindly send e-mail (or post to the address below) with the following information to hrd@global.net.mt

Name & Surname

Address and e-mail address

Telephone Number and Mobile Number

Age (last birthday) and Date of Birth

Whether you own the above Textbook. If you do not own it, whether you require a copy which we will provide. (10th Edition approx price of new book is Euros 40).

HRD CONSULTANCY SERVICES & CO – 25 SUMMER STREET, MOSTA MST 4052

e-mail : hrd@global.net.mt, website: <http://www.hrd.com.mt>

Tel: 21 434136, Mob 9949 3667