**COURSE DETAILS**

**Award**

*UBS Accounting Certificate*

**Course Date**

- 30/10/10, Saturday, 9:00am to 1:00pm & 2:00pm to 6:00pm
- 31/10/10, Sunday, 9:00am to 1:00pm

**Practical Examination Date**

- 31/10/10, Sunday, 2:00pm to 4:30pm

**Course Fee**

RM280 (Inclusive of study material and examination fee)
UBS ACCOUNTING SYSTEM

UBS Accounting Software is used by more than 135,000 enterprises in Malaysia.

UBS Accounting System includes the following:

- Process accounts payable and receivable
- Prepare cheques for payment and issue receipts
- Close accounts at month end and year end
- Perform bank reconciliation
- Generate financial and management reports automatically:
  - Income Statement, Trial Balance, Balance Sheet, Statement of Accounts
  - Aging Report, Audit Trail Report etc

UBS ACCOUNTING QUALIFICATION

- Practical accounting skills
- Increase competitive edge in career development

Eligibility:

- Accounting and non-accounting UTAR students who have studied at least one fundamental paper in accounting

UBS ACCOUNTING QUALIFICATION

Terms and Conditions:

1. All registrations MUST be accompanied with payment.
2. Payment must be received at least one (1) month prior to the commencement date of the programme.
3. Fees paid are not refundable.
4. Confirmation of registration is upon receipt of payment.
5. The programme schedules are subject to changes.
6. The University reserves the right to cancel or postpone, make amendments and/or changes to the programme if warranted by circumstances beyond its control.
7. Payment can be made by cash or cheque payable to Universiti Tunku Abdul Rahman.

Please submit the completed Registration Form together with payment to:

Centre for Extension Education
Universiti Tunku Abdul Rahman
Perak Campus
Jalan Universiti, Bandar Barat,
31900 Kampar, Perak Darul Ridzuan.

PAYMENT DETAILS:

Enclosed is cash / cheque

No:_______________         RM ____________

payable to Universiti Tunku Abdul Rahman.

Signature       Date

Next Course Interested In: (Please tick √ )

☐ UBS One Billing Module
☐ UBS One Payroll Module

For Official Use

Session :..........................
Reference No. :..........................
Payment :..........................
Date received :..........................
Remarks :..........................
Officer-in-charge:..........................