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## **SEMINAR 2: LIST OF TOPICS First Year**

### **TAXATION I (ROI)**

- Schedule D CASE I/II Taxable Profits
- The PAYE System
- Value Added Tax (VAT)

### **TAXATION I (NI)**

- Basis Periods
- PAYE / PAYE – Employer’s Obligation
- Value Added Tax (VAT)

### **FINANCIAL ACCOUNTING I**

- Fixed Assets and Depreciation
- Preparation of Financial Statements
- Control Accounting & Control Account Reconciliations
- Bank Reconciliations
- Incomplete Records
- Accounting for ‘Not for Profit Organisations’

### **BUSINESS MANAGEMENT**

- Marketing as a Business Function /The Marketing Mix
- Marketing Communications
- Contemporary Issues in Marketing
- Information Technology in Business
- Information Systems Development, Acquisition and Security
- Financial Management and Sources of Finance
- Financial Statement Analysis & Decision –Making, Costing and Budgeting

### **LAW & ETHICS - ROI AND NI**

- Company Formation /Company Finance /Management of a Company  
/Company Meetings / Conclusion of a Company
- Auditors & Company Accounts
- Code of Ethics
- Corporate Offences & Corporate Governance

