

Language courses

Bookkeeping



For those who keep company books and track of transactions, issue invoices & who are confronted with technical terms in a foreign language.

- Verbal communication with customers, partners and colleagues (telephone / teleconference)
- Written correspondence (e-mail, invoices, dunning letters)
- Technical vocabulary in the field of financial accounting, balance sheet accounting, payroll accounting, tax and tax declaration, accounts payable/accounts receivable
- Writing annual reports (monthly, quarterly and annual financial statements)
- PLUS: Course materials in our CL: Cloud - no additional costs



For further information about this course
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or use our [contact form](#)