**INTERNSHIP REPORT FOR ACCOUNTING MAJOR**

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LIST OF ABBREVIATIONS

LIST OF TABLES, CHARTS

INTRODUCTION

**CHAPTER 1:**

**OVERVIEW OF TECHNICAL – ECONOMIC MANAGEMENT**

**AND ORGANIZATIONAL STRUCTURE ABOUT FIRM ABC**

**1.1 History of the Establishment and Development of Firm ABC**

In this section, students have to highline about company, such as, company’s history with important milestone, mission statement, achievements, etc.

**1.2 Features of business operations**

***1.2.1 Functions and Responsibilities***

***1.2.2 Main business activities***

***1.2.3 Features of technology and production process***

*(It can be named as*Organizational Features of firm’s operation***).*** In this section, students have to describe process of manufacturing (illustrated in chart) or describe organizational process of business operation at company.

**1.3 Organizational structure**

In this section, students have to describe about:

- Model of organizational structure

- Chart of firm’s organization

- Functions and responsiblities of each department, division and the relationship between departments in company

**1.4 Financial position and Financial Performance of the firm ABC**

In this section, students have to describe:

- Results of operation’s company for recent years

- Supplementary financial information of company...

(Basic information needed including: revenue, expense, assets, liabilities and owner’s equity, number of employee, etc. of company during at least 3 years. Also, students need to analyse these financial information).

**CHAPTER 2:**

**AN INTRODUCTION TO ACCOUNTING ORGANIZATION**

**AND SYSTEM APPLIED IN FIRM ABC**

**2.1 Structure of accounting organization**

In this section, students have to describe the followings:

- Model of accounting organization structure (illustrated in chart)

- Functions and resposiblities for each position in accounting organization

**2.2 Features of Accounting System**

**2.2.1 General Accounting Policies**

**(**In this section, student briefly describe accounting policies applied in firm. This may include monetary unit, accounting period, fiscal year, accounting method for VAT, accounting for inventory, accounting for fixed assets,....)

**2.2.2 Features of Accounting Documents**

(Students need to describe rules applied for accounting documents, organization and managing accounting document in company)

**2.2.3 Features of Chart of Accounts**

(Students need to describe rules applied for chart of accounts, subsidiary accounts, ledger accounts for main items like inventory, revenue, expense,..)

**2.2.4 Features of Accounting Books**

(Students have to describe types of accounting books used in company, illustrating in chart of recording process)

**2.2.4 Features of Accounting Reports**

(Students have to describe: reporting period, responsibilities of preparing financial reports, types of financial statements, managerial statements,...)

**2.3 Features of some key accounting cycles in firm ABC**

(Students have to describe by using charts some key accounting cycles)

**2.3.1 Features of Accounting for………….**

Documents, Accounts, Detailed Accounting cycle, General Accounting Cycle

**2.3.2 Features of Accounting for………….**

Document, Accounts, Detailed Accounting cycle, General Accounting Cycle

**CHAPTER 3:**

**EVALUATION ACCOUNTING ORGANIZATION**

**AND SYSTEM IN FIRM ABC**

**3.1 Evaluation of accounting organization**

**3.2 Evaluation of accounting system**

**Conclusion**