GRADUATE ACCOUNTING

TRAINING

Course Description:

Historical Development of Accounting Terminologies, Concepts, Conventions and Purposes of Accounting Information and its Communication. The nature and scope of Accounting. The Role of an Accountant in an organization. Major Branches of Accounting, (Financial, Auditing, Taxation, Public sector, Cost and Management Accounting) and their roles in an Organization. Users of Financial Statements, Their Information Requirement, Objectives, Adequacy and the Usefulness of Financial Statements. Principles and Practice of Double Entry Book-Keeping. Forms and Contents of Books of Accounts- Computer Sheets, Prime Books Including Journals, Cash Books and Petty Cash Book. The Ledger- Sales Ledger, Purchases Ledger and General Ledger. Trial Balance, its Scope and Uses. Its Preparation from Accounting Records and List of Ledger Balances. Classification of Expenditure between Capital and Revenue. Methods of Recording Accounting Data: Manual and Computer. Preparation of Final Accounts for Sole Proprietorship. Accounting Treatment of Adjustments. Depreciation- Reasons and Methods of Providing for it. Debtors, Bad Debts and Provision for Doubtful Debts. Accruals and Prepayments. Bank Reconciliation Statement- Format and Preparation. Banking Transactions and Processes.

TRAINING WEEK 1			
S/N	DAY 1:	DAY2:	DAY 3:
1	**FRESHER IN ACCOUNTING FIELD OF STUDY**	• Trial Balance • Ledger Accounts • Post entries to the general journal and general ledger • Track a transaction or event from the initial date to final preparation of the financial statements • Identify or establish internal controls and fraud prevention policies • Create and interpret the information found in financial statements • Create policies to maintain petty cash and track business cash flows • Record payroll liabilities • Prepare a statement of cash flows	• Post entries to the general journal and general ledger • Track a transaction or event from the initial date to final preparation of the financial statements • Identify or establish internal controls and fraud prevention policies • Create and interpret the information found in financial statements • Create policies to maintain petty cash and track business cash flows • Record payroll liabilities • Prepare a statement of cash flows

2	**Must-Have Skills for Accounting and Finance Roles:** • More about Summing than you knew there was to know, including better ways to sum than the "sum" function. • The biggest pitfalls in Excel and how to work around them • The most important keyboard shortcuts for accounting and finance pros • Better alternatives to hiding rows and columns • The best and fastest ways to navigate between workbooks and files • How to structure worksheets so that embedded functions include any newly inserted rows • How to use Excel with Styles **Data Control with Tables and Conditional Summing** • Understanding how and when to use the Table feature • Using the Table object to store data • Mastering the function arguments for conditional summing • Using the multiple-condition summing function to aggregate table data • Using the table object to create mapping tables • Building crosstab style reports

TRAINING FEES: #155,000.00 (ONE HUNDRED & FIFTY-FIVE THOUSAND NAIRA ONLY)

All payments are to be made directly into the company's account number and proof of payment sent to admin@fasa-international.org, Tel +234(0)8182101088, +234(0)7025284601

ACCOUNT DETAILS:

Account Name:	**Future-Based and Search Agent Int'l Ltd**
Account Number (NGN):	**0037380349**
Account Number (DOLLAR ACCOUNT):	**0037380363**
Bank:	**Stanbic IBTC Bank Plc**