1. PASAC 101: INTERNSHIP/ JOB EXPERIENCE TRAINING (FULL-TIME-3 MONTHS)

COURSE OBJECTIVES:
The program is organized to bridge the gap between the University classroom and your place of work. This training will give you the practical experience you need to work as an Accountant in any Organization and it runs from Monday to Friday. At the end of the training, participants will be able to get their dream jobs seamlessly and perform Accountant's roles and responsibilities with ease.

COURSE FEE: ₦70,000

A. ACCOUNTING SOFTWARE - SAGE 50

COURSE OUTLINE

    i.   Chart of Accounts
    ii.   Setting up of Companies
    iii.   Customers Management
    iv.   Inventory Management
    v.   Suppliers Management
    vi.   Sales Management
    vii.   Purchase Management
    viii.   Cash Management
    ix.   Write Off Customer Debt
    x.   Bank/Cheque Management
    xi.   Reconciliation
    xii.   Dishonoured cheque
    xiii.   Cost Management
    xiv.   Liabilities Management
    xv.   Assets Management
    xvi.   Depreciation
    xvii.   Taxation
    xviii.   Value Added Tax (VAT)
    xix.   Withholding Tax (WHT)
    xx.   Company Income Tax (CIT)
    xxi.   Education Tax (EDT)
    xxii.   Prepayment
    xxiii.   Payroll Management
    xxiv.   Capital/Equity
    xxv.   Report Generation

B. PRACTICAL ACCOUNTING PRINCIPLES AND PROCEDURES TRAINING

COURSE OUTLINE

i. Cash Book
ii. Double Column Cash Book and Ledgers
iii. Three Column Cash Book
iv. Petty Cash Book
v. Purchase Day Book
vi. Sales Day Book
vii. Bank Reconciliation Statement
viii. Bank Account Ledger Preparation
ix. Monthly Expense Account
x. Staff Payroll
xi. Individual Staff Salary Breakdown for Tax Purposes
xii. Cash Flow Projections
xiii. Trial Balance
xiv. Income Statement
xv. Financial Statement

C. **APPLICATION OF EXCEL IN PRACTICAL ACCOUNTING TRAINING**

COURSE OUTLINE
i. Formulas
ii. Formatting of Cells (Inserting Rows and Columns)
iii. Autofill
iv. Borders (Table Formatting)
v. Linking Excel Sheet
vi. Cell Protection
vii. Removing of Duplicate Data
viii. Conditional Formatting
ix. Splitting and Hiding of Cell
x. Inserting of Graph, Bar Chart, Pie Chart, Scatter Diagram and Table
xi. Find & Select
xii. Filter & Sorting
xiii. Recurring of Dates
xiv. Currency Symbol
xv. Numbers, Percentage and Fractions
xvi. Date and Time Formatting
xvii. Text Wrap & Merge
xviii. Labelling of Charts
xix. View (Page Break)
xx. Cell and Sheet protection
xxi. Loan Repayment Plan