

1. PASAC 102: INTERNSHIP/JOB EXPERIENCE TRAINING (FULL-TIME-6 MONTHS)

COURSE OBJECTIVES

This program is organized to bridge the gap between the University classroom and your place of work. It also gives you the tools and broaden the knowledge of how to use Accounting Information Technology to manage organization's Accounting Department. This training will give you the practical experience you needed to work as an Accountant in any Organization. You will be able to setup an Accounting System and produce different Management Reports, Interprets and advise Management on the best options to take. It runs from Monday to Friday. At the end of the training participant will be able to get their dream jobs seamlessly and perform Accountants roles and responsibility with ease. It is a confidence building program.

COURSE FEE: ₱100,000

A. ACCOUNTING SOFTWARE - SAGE 50 AND QUICKBOOKS

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. Costs 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. Population Statistics
- xiii. Loan Repayment Plan
- xiv. Cash Flow Projections
- xv. Trial Balance
- xvi. Income Statement
- xvii. 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