

1. PASAC 103: CONSULTANCY/MENTORSHIP/ APPRENTICESHIP (FULL-TIME-12 MONTHS)

COURSE OBJECTIVES

This program is organized to raise qualified and experienced personnel to fill the existing gap in the Accounting Software Industry. The industry is saddled with quack and fake IT personnel who are causing more havoc than good in Nigeria. At the end of the training, Participants will be able to start their Accounting Software Consulting Firm. In addition, Participants will be able to sell, train, setup, implement and support Sage 50 and QuickBooks. You will also know how to install Sage 50 and QuickBooks in a network environment, System Requirements and Networking of Sage 50 and QuickBooks. Besides, Setup Accounting Systems for different types of Organizations and Companies. It runs from Monday to Friday.

COURSE FEE: ₦150,000

A. SAGE 50 AND QUICKBOOKS – DESKTOP

B. CLOUD ACCOUNTING – SAGE 50 AND QUICKBOOK

COURSE OUTLINE

- i. Setting up of Companies
- ii. Chart of Accounts
- iii. Customers Management
- iv. Inventory Management
- v. Suppliers Management
- vi. Sales Management
- vii. Purchase Management
- viii. Cash Management
- ix. Bank/Cheque Management
- x. Costs Management
- xi. Liabilities Management
- xii. Assets Management
- xiii. Taxation
- xiv. Value Added Tax (VAT)
- xv. Withholding Tax (WHT)
- xvi. Company Income Tax (CIT)
- xvii. Education Tax (EDT)
- xviii. Payroll Management
- xix. Capital/Equity
- xx. Distribution Company Implementation
 - Purchase Management
 - Sales Management

- xxi. Manufacturing Accounting
- xxii. Manufacturing Company Implementation
 - Inventory Management
 - Production Management
- xxiii. Construction Accounting
- xxiv. Contract Accounting
- xxv. Project Accounting
- xxvi. Departmental Accounting
- xxvii. NGO
- xxviii. Implementation
- xxix. Sales of Accounting Software
- xxx. Training
- xxxi. Networking
- xxxii. Installation of Sage 50 and QuickBooks
- xxxiii. Proposals and Quotation
- xxxiv. Field Practical Experience
- xxxv. Report Customization
- xxxvi. Report Generation

C. PRACTICAL ACCOUNTING PRINCIPLES AND PROCEDURES TRAINING

COURSE OUTLINE FOR CONSULTANCY

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

D. 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. Pivot Table
- xx. View (Page Break)
- xxi. Cell and Sheet protection
- xxii. Total and Sub-total
- xxiii. Designing of Invoice & Receipt
- xxiv. Loan Repayment Plan
- xxv. Application of Excel to Prepare Books of Accounts:
- xxvi. Auxiliary Books of Accounts