



Vantage Africa

School of Leadership



Practical Accounting Professional Certification

For more information or to enroll contact;

Tel: +254 725 303 645

Email: info@vantageafricaleaders.com

Location: C603, 6th Floor Astrol Business
Center Thika Road Nairobi



Introduction

This is a highly practical training that aims to make you a professional in accounting. We will meet for 3 days each week for 4 weeks. For maximum learning, the course is delivered through a combination of live and E-Learning sessions.

Live Sessions

Live sessions are held via Zoom. These are highly interactive sessions where participants are guided on key Practical Accounting skills to enable them manage projects of any size.

E-Learning Sessions

Here, we have a host of prerecorded sessions, PPT notes, PA toolkits, links etc. all aimed at equipping participants with the most current PA skills. After each session, a self-assessment quiz is provided to reinforce learning. Once a participant completes a session including the quiz, the system opens the following session.

Course Completion

In order for you to be considered to have completed the course, you will need to fulfill the following criteria:

- ✔ Attend minimum 70% of live sessions
- ✔ Complete E-Learning lessons and other class assignments
- ✔ Clear the fees

N/B - A certificate will be issued upon completion of the course.

Course Outline

Week 1		
Day	Topic	Topic Outcomes (By the end of the session, the learner should be able to:)
Day 1	Introduction to Practical Accounting	<ul style="list-style-type: none"> ✔ Functions of an Accountant ✔ Soft skills required in accounting ✔ Emerging Trends in accounting
Day 2	Preparation of Financial Statements	<ul style="list-style-type: none"> ✔ Accounting principles and standards ✔ Financial statement components ✔ Income Statement ✔ Statement of Financial Position
Day 3	Preparation of Financial Statements	<ul style="list-style-type: none"> ✔ Statement of cash flows ✔ Users of Financial statements
Online Self-Assessment Quiz 1		

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Week 2

Day	Topic	Topic Outcomes (By the end of the session, the learner should be able to:)
Day 4	Preparation of Management Reports	<ul style="list-style-type: none">✔ Importance of preparing management reports✔ Sample preparation✔ Data collection and analysis✔ Key performance indicators (KPIs)✔ Variance analysis:
Day 5	Fixed Assets Register and Assets Depreciation schedule	<ul style="list-style-type: none">✔ Importance and components of a fixed asset register✔ Fixed asset register setup✔ Sample preparation✔ Asset disposal
Day 6	Preparation of Management reports	<ul style="list-style-type: none">✔ Financial analysis✔ Budgeting and forecasting✔ Technology skills

Online Self-Assessment Quiz 2

Week 3

Day	Topic	Topic Outcomes (By the end of the session, the learner should be able to:)
Day 7	Purchase Cycle and Introduction to quick books	<ul style="list-style-type: none">✔ Introduction to QuickBooks✔ Purchase Cycle✔ Setting up a company on Quick books
Day 8	QuickBooks	<ul style="list-style-type: none">✔ Data Entry on quick books✔ Managing expenses and accounts payable✔ Inventory management✔ Running reports
Day 9	QuickBooks	<ul style="list-style-type: none">✔ Reporting on quick books✔ Sales tax management✔ Budgeting and forecasting✔ Reconciling bank accounts

Online Self-Assessment Quiz 3

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Week 4		
Day	Topic	Topic Outcomes (By the end of the session, the learner should be able to:)
Day 10	Payroll processing	<ul style="list-style-type: none">✔ Introduction to Payroll Processing✔ Sample preparation of a payroll✔ Personal Income Taxes i.e. PAYE and Withholding tax
Day 11	Filing of taxes and statutory deductions	<ul style="list-style-type: none">✔ Introduction to filling of taxes and statutory deductions✔ VAT✔ Calculating statutory deductions✔ Online filing of statutory deductions
Day 12	Leveraging technology in tax collection	<ul style="list-style-type: none">✔ Essential PAYE records✔ Essential VAT records✔ Emerging trends in tax collections

Online Self-Assessment Quiz 4

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