

NGK ACADEMY

Detailed Course Outline	Duration	Scheduled Dates	FEE
COURSE 1 BASIC ACCOUNTING FOR NON-ACCOUNTANTS <ul style="list-style-type: none"> · Accounting Concepts & Standards · Contents of Financial Statements · Accounting Equation · Double Entry & Source Registers · Ledgers To Balance Sheet · Impact of Transactions on P&L / Balance Sheet · Trial Balance & Suspense Account · Accruals & Prepayments · Fixed Assets & Depreciation · Inventory & Cost of Sales · Manufacturing & Prime Costs · Accounting For Shares & Legal Disclosures · Corporate Governance 	4	03-Aug-09 to 06-Aug-09 05-Oct-09 to 08-Oct-09 09-Nov-09 to 12-Nov-09	140,000
COURSE 2 USING EXCEL FOR FINANCIAL REPORTING <ul style="list-style-type: none"> · Using formulas, maths functions On Excel · Linking cells and files in building Models · Maximizing Spreadsheet Features (Graphs, Etc) 	1	07-Aug-09 to 07-Aug-09 09-Oct-09 to 09-Oct-09 13-Nov-09 to 13-Nov-09	45,000
COURSE 3 AUTOMATION: ACCOUNTING SOFTWARE <ul style="list-style-type: none"> · Customising Your Software · Data Entry And Reporting 	3	10-Aug-09 to 11-Aug-09 12-Oct-09 to 13-Oct-09 16-Nov-09 to 17-Nov-09	85,000
COURSE 4 RECONCILIATIONS <ul style="list-style-type: none"> · Bank · Other Balance Sheet Accounts <ul style="list-style-type: none"> o Debtors o Prepayments o Inventory o Creditors 	2	13-Aug-09 to 14-Aug-09 15-Oct-09 to 16-Oct-09 19-Nov-09 to 20-Nov-09	70,000
COURSE 5 SOFT SKILLS PART 1 <ul style="list-style-type: none"> · Personal Work Etiquettes · Planning And Time Management Skills · Working With Teams 	2	24-Aug-09 to 25-Aug-09 26-Oct-09 to 27-Oct-09 30-Nov-09 to 01-Dec-09	60,000
COURSE 6 TAX LAWS & REMITTANCES <ul style="list-style-type: none"> · Withholding Tax Laws & Remittances · PAYE Tax Laws & Remittances · Company Income Tax Laws & Remittances · Value Added Tax Laws & Remittances 	1	28-Aug-09 to 28-Aug-09 28-Oct-09 to 28-Oct-09 02-Dec-09 to 02-Dec-09	50,000

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COURSE 7 INTERNAL CONTROLS & MGT PROCEDURI <ul style="list-style-type: none"> · Internal Controls Concept · Internal Controls Implementation · SOP Documentations & Flowcharts <ul style="list-style-type: none"> o Revenue & Debtors o Inventory & Cost Of Sales o Purchases & Creditors o Cash & Bank o Payroll & Staff Advances o Segregation of Duties In Accounts Dept 	2	26-Aug-09 to 27-Aug-09 29-Oct-09 to 30-Oct-09 03-Dec-09 to 04-Dec-09	110,000
COURSE 8 BUDGETARY CONTROL <ul style="list-style-type: none"> · Budget Planning · Revenue Budget · Production Budget · Personnel Budget · Cashflow Forecast · Capital Expenditure Budget (Capex) · Forecast Income Statement · Forecast Balance Sheet · Variance Analysis · Budget Appraisal & Review 	2	31-Aug-09 to 01-Sep-09 02-Nov-09 to 03-Nov-09 02-Dec-09 to 03-Dec-09	120,000
COURSE 9 SOFT SKILLS PART 2 <ul style="list-style-type: none"> · Managing Meetings · Communication (Report Writing, Speech, Facilitation Etc) · Presentation (Powerpoint, Verbal) · Building Emotional Intelligence 	3	02-Sep-09 to 04-Sep-09 04-Nov-09 to 06-Nov-09 04-Dec-09 to 06-Dec-09	75,000
COURSE 10 INTERPRETATION OF FINANCIAL REPORT <ul style="list-style-type: none"> · Working Capital Management · Investment & Ratio Analysis · Contents Of Management Financial Report 	2	22-Sep-09 to 23-Sep-09 23-Nov-09 to 24-Nov-09 16-Dec-09 to 17-Dec-09	85,000
COURSE 11 SOFT SKILLS PART 3 <ul style="list-style-type: none"> · Personal Career Vision And Self Confidence · Coaching, Delegation & Supervision 	2	24-Sep-09 to 25-Sep-09 25-Nov-09 to 26-Nov-09 18-Dec-09 to 19-Dec-09	60,000
			900,000