

# ACCOUNTING & BOOK-KEEPING

Every venture performs accounting function no matter the size of the business. Accounting officers need to understand the basics of accounting and know why and how things are done in particular ways. Participants will easily apply accounting principles and conventions to their work to produce a consistent and professional output. No previous experience is required to participate in this workshop.

## Learning Objectives:

Participants will:

- Learn proper accounting processes
- Understand the principle of double entry in accounting system
- Obtain knowledge in basic accounting & practices
- Know how to record business transactions
- Know how to prepare a full set of financial statement

## Learning Contents:

- Purpose of bookkeeping and accounting
- Accounting process & principles
- Recording business transactions
- Documents used in business transactions
- Books of original entry
- Trial balance
- Adjusting the account

- Relevant accounting issues
- Accounting for fixed assets
- Inventory accounting
- Preparing final accounts

Physical	Virtual (local)	Virtual (International)
₦ 225,000.00	₦ 199,999.00	₦ 165.00

Discount off regular fees for open Programme: 3-5 nomination  
5%

Programme also available as in-plant. Fee: Negotiable.

### Who Should Attend?

Account supervisors, New account executives, Office administrators, Secretaries, Account assistants, Clerks & Non-Financial Staff of organisations

### Date:

February 5 – 7,

May 6 – 8,

September 9 – 11, 2025.

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