

## TCI OBJECTIVES

TCI is a deliberate effort of the Institute aimed at building Information Technology competence in Chartered Accountants. This is expected to enable them serve their clients, employers and the nation at large more effectively in the knowledge economy environment.

## RESOURCE PERSONS

Our resource persons are experts in the modules assigned to them and are led by the Firm's Chief Consultant, Tunde Ajala (FCA, B.SC.,) who is an accounting software implementation and training expert.

## PAYMENT

Payment can be made to any of the following banks:

A/C Name. **BABATUNDE AJALA & CO**

ZENITH: A/C 6018908282

GTB: A/C 211741485110

## PROGRAMME TIME

9:30am - 4:00pm Daily

# Technology Competence Initiative (TCI)

## FOR WHOM

Chartered Accountants.

## FEE

Module 1 N15,000.00

Module 2 N7,500.00

Module 3 N7,500.00

Registration Fee N2,000.00

## COMMENCEMENT

1st Batch weekends [Saturday, 9 July 2011. For two Saturdays & Sundays]

1st Batch Weekdays [Monday, 4 July 2011]

**NB: New batch starts every Monday & Saturday**

## *Register now and enjoy:*

1. Free installation and registration of Peachtree Pro Acctg
2. Two instalment payments allowed
3. Free lunch
4. Conducive Executive Training Room
5. Career counselling



## PROGRAMME VENUE

BAC EXECUTIVE IT TRAINING CENTRE

58A, KUDIRAT ABIOLA WAY

OREGUN IKEJA, LAGOS

Opposite Intercontinental Bank

TEL: 08034093675, 018937264



## **MODULE 1**

### **COURSE CONTENTS**

1. INTRODUCTION TO HARDWARE
2. INTRODUCTION TO WINDOWS
3. INTRODUCTION TO SOFTWARE
4. BUSINESS APPLICATION SYSTEMS
5. INTRODUCTION TO COMPUTER NETWORKS
6. INTRODUCTION TO INTERNET AND E-MAIL
7. OVERVIEW OF MICROSOFT OFFICE APPLICATIONS
  - MICROSOFT WORD
  - MICROSOFT EXCEL
  - MICROSOFT POWERPOINT

## **MODULE 2**

### **COURSE CONTENTS**

- General Ledger
  - Learn how to create your chart of accounts, define account segments, enter your journal entries, and define your budgets.
- Accounts Receivable
  - Manage your receivables by learning how to maintain customers, enter and adjust orders/invoices, apply customer payments, and print statements and other reports on receivable.
- Accounts Payable
  - Learn how to manage your payables by learning how to maintain vendors, enter and adjust orders/invoices, select invoices for payment, and record manual cheques.
- Inventory
  - Manage your inventory by learning how to maintain inventory, sell a stock item, and adjust inventory.
- Bank Reconciliation
  - Learn how to record transactions and reconcile your bank account. You will also learn to correct an out-of-balance reconciliation.