



THE UNITED REPUBLIC OF TANZANIA
INSTITUTE OF ACCOUNTANCY ARUSHA



SHORT COURSE ANNOUNCEMENT
ON
COMPUTERIZED ACCOUNTING PACKAGE TRAINING (“A Practical Based Training”)

(22nd – 26th July 2019; 26th – 31st August 2019; 16th – 20th September 2019 and 21st – 26th October 2019)
IAA Arusha Campus, Arusha

1.0 COURSE BACKGROUND

The effective use of computerized system has shown positive results in both public and private organizations. Computerized accounting eliminates many of the routine and time-consuming processes associated with manual accounting. Once implemented, invoices, inventory control and preparations of financial reports are processed automatically hence make accounting less time-consuming. Based on those aspects the Institute of Accountancy Arusha will conduct a comprehensive practical training using QuickBooks (QB) as the selected accounting package to compute recording of organization/ business transactions and then prepare the financial reports. Also the participants will learn and practice on utilizing QB features for stock auditing & verification and ordering process.

2.0 COURSE CONTENTS

During the course the following areas will be covered:

- ▶ Introduction How to create company file
- ▶ How to navigate or move around the quick book
- ▶ How to create chart of accounts
- ▶ To add, edit and delete a customer
- ▶ To add, edit and delete a vendor or supplier
- ▶ To record business transaction through the general journal entry feature
 - To enter cash and credit transaction
 - To receive payments
- ▶ To add item list
- ▶ To pay and record bills
- ▶ To issue or create an invoice
- ▶ To write a check
- ▶ To transfer funds to different accounts
- ▶ To prepare financial statement
- ▶ To export report to excel

3.0 COURSE RATIONALE

At the end of training the participants will be able;

- To customize the program for the organization/ company usage
- Manage stores and stock control within an organization
- Use the system to manage depreciations of assets
- Record business transactions
- Use the software to prepare financial reports
- Use the software for stock auditing, verification and ordering process

4.0 TARGET GROUP

This course is designed for all Bank Officers, Bank Tellers, Bank Controllers, Customer Service Advisors, bank operational staff and other professionals with similar functions

5.0 METHODOLOGY

Teaching methodology will include classroom lectures, case studies, group assignments and role play.

6.0 TRAINING AWARD

At the end of training participants will be awarded with certificates.

7.0 FEES & MODE OF PAYMENT

The fee for the course is **TZS 1,000,000/=** (say **One Million only**) per participant to cover for tuition fee, training materials, tea/coffee and Lunch. Participants will have to arrange for their own travel, accommodation and upkeep while attending the course in Arusha. Payment may be in cash, cheques or TISS paid directly to our **Bank Account No. 014103007130 in the name of Institute of Accountancy Arusha, NBC, Arusha Branch. Early registration is highly encouraged and appreciated.**

8.0 DATE, DURATION AND VENUE

This course will be conducted from **22nd – 26th July 2019; 26th – 31st August 2019; 16th – 20th September 2019 and 21st – 26th October 2019** at the Institute of Accountancy Arusha, located at Njiro Hill-Arusha.

9.0 CONTACT PERSONS

For more details please don't hesitate to contact any of the following:

Course Directors

Ms. Agnes Mtui

E-mail: amtui@iaa.ac.tz or monaggie112@gmail.com

Cell phone: +255 784 705 360 or +255 764 285 919

Head of Department – Consultancy & Executive Development

Ms. Pamela Chogo

E-mail: pchogo@iaa.ac.tz and pamsekela@gmail.com

Cell phone +255 655 611512 and +255759334659

Course Administrator

Ms. Caroline Lucumay

E-Mail: clucumay@iaa.ac.tz and lucumayc@gmail.com

Cell phone: +255 782 993 077 and +255 652 379 888

APPLY TO:

The Rector

Institute of Accountancy Arusha

P.O. BOX 2798

Arusha

E-Mail: iaa@iaa.ac.tz

Tel: + 255- 27 – 2549605/2549606/2549264/2549265

Fax: + 255 – 27 2549421