THE FULL PROGRAM IN ACCOUNTING



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TRAINING CENTER

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Introduction

The Full Program in Accounting Training Course delivers a complete journey through the accounting cycle, from the first journal entry to the published financial statements. It builds a solid technical base in double-entry bookkeeping, accrual accounting, and the presentation of financial information under IFRS. Participants then move into cost accounting, fixed asset management, and the reconciliation routines that keep records accurate. Furthermore, the program addresses internal controls and ethical standards, because reliable reporting depends on both technical skill and professional judgement. As a result, attendees gain a coherent, end-to-end command of accounting practice.

The Full Program in Accounting Course Objectives

- Apply the double-entry system and the accounting equation to record business transactions accurately.
- Complete the full accounting cycle, from journal entries to the trial balance and closing entries.
- Prepare the income statement, balance sheet, and cash flow statement under IFRS.
- Recognise revenue using the five-step model in IFRS 15.
- Account for leases, financial instruments, and provisions under IFRS 16, IFRS 9, and IAS 37.
- Record and depreciate property, plant, and equipment under IAS 16, including revaluation.
- Apply cost accounting methods, including job costing, process costing, and activity-based costing.
- Reconcile bank accounts, receivables, payables, and intercompany balances.
- Prepare month-end and year-end closing checklists that reduce error and delay.
- Design basic internal controls for cash, inventory, and purchasing cycles.

Course Methodology

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- Step-by-step guided practice on the full accounting cycle.
- Hands-on exercises using journal, ledger, and trial balance templates.
- Case studies on revenue recognition, leases, and asset impairment.
- Group work on reconciliations and month-end closing routines.
- Practical review of internal controls and ethical dilemmas in accounting.

Who Should Take This Course

- Junior and mid-level accountants.
- Accounts payable and accounts receivable staff.
- Bookkeepers moving into a full accounting role.
- Finance assistants and accounting clerks.
- Small business owners managing their own books.
- Graduates entering the accounting profession.
- Administrative staff handling financial records.

The Full Program in Accounting Course Outlines

Day 1: Accounting Principles and the Recording Cycle

- The accounting equation and double-entry rules.
- Chart of accounts design and coding structures.
- Source documents, journals, and the general ledger.
- Debits, credits, and posting procedures.
- The unadjusted trial balance.
- Adjusting entries: accruals, prepayments, and depreciation.
- Workshop: recording a full month of transactions.

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Day 2: Financial Statements and IFRS Presentation

- Structure and purpose of the three primary statements.
- Revenue recognition under the IFRS 15 five-step model.
- Property, plant, and equipment under IAS 16, including depreciation methods.
- Intangible assets and impairment testing under IAS 36.
- Provisions, contingent liabilities, and IAS 37.
- Statement of changes in equity and disclosure notes.
- Case exercise: preparing a complete set of statements.

Day 3: Cost Accounting and Inventory

- Cost classification: direct, indirect, fixed, and variable.
- Job costing and process costing.
- Activity-based costing and cost drivers.
- Inventory valuation under IAS 2, including FIFO and weighted average.
- Overhead absorption and variance analysis.
- Break-even and contribution margin for internal reporting.
- Workshop: costing a manufactured product line.

Day 4: Reconciliations, Closing, and Reporting Routines

- Bank reconciliation statements.
- Receivables ageing and allowance for expected credit losses under IFRS 9.
- Payables and supplier statement reconciliation.
- Intercompany and inter-branch reconciliation.
- Month-end and year-end closing checklists.

- Trial balance review and suspense account clearance.
- Case study: closing the books for a trading company.

Day 5: Internal Controls, Ethics, and Practical Application

- Internal control principles under the COSO framework.
- Controls for cash, inventory, and the purchasing cycle.
- Segregation of duties and authorisation limits.
- Fraud red flags in accounting records.
- Professional ethics and the IESBA Code of Ethics.
- Accounting software workflows and audit trails.
- Capstone: reviewing a set of books and issuing findings.

Conclusion

By successfully completing The Full Program in Accounting Training Course, participants will gain a complete, connected command of the accounting cycle and financial reporting. They will acquire the ability to record transactions correctly, prepare IFRS-compliant statements, apply cost accounting methods, and run reliable closing routines. As a result, they can maintain records that stand up to internal review and audit scrutiny. Gentex Training Center delivers this program with a strong emphasis on hands-on practice and daily work application.

FAQs for the The Full Program in Accounting course

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Q1 What is the "The Full Program in Accounting" course about?

It covers the complete accounting cycle, from recording transactions through the trial balance to preparing IFRS-compliant financial statements. It also includes cost accounting, reconciliations, month-end closing routines, and internal controls.

Q2 What are the key benefits of the "The Full Program in Accounting" course?

Participants reduce posting errors, close their books faster, and produce statements that meet IFRS presentation requirements. They also gain the reconciliation and control habits that keep records audit-ready and prevent costly corrections later.

Q3 What skills will I gain from the "The Full Program in Accounting" course?

Recording transactions under the double-entry system and completing the accounting cycle; preparing IFRS-compliant financial statements; applying cost accounting methods including job, process, and activity-based costing; and performing reconciliations and month-end closing routines.

Q4 What tools, methods, or standards are covered in the "The Full Program in Accounting" course?

The course covers IFRS 15, IFRS 16, IFRS 9, IAS 16, IAS 36, IAS 37, IAS 2, the IFRS 15 five-step revenue model, the COSO internal control framework, the IESBA Code of Ethics, bank reconciliation statements, and closing checklists.

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Q5 How is the "The Full Program in Accounting" course applied in real-world practice?

Participants work through realistic tasks such as recording a full month of transactions, preparing a complete set of financial statements, costing a product line, and closing the books for a trading company. They leave with journal, ledger, and reconciliation templates ready for immediate use.