



“Adding Value with Technology”

## ***BKAA SYSTEMS LIMITED***

*BKAA SYSTEMS was formed to be a frontier technology company providing multi-facet business solutions. Our primary goal and objective is to be the ultimate leading company providing business solutions to Nigerian businesses both profit and non-profit, and consumers at large.*

*BKAA SYSTEMS is a software development and information technology company that focuses on accounting, **taxation, law and management**. We provide the tools and services which help our customers to produce quality products and services in the most efficient and timely manner.*

***“We don’t make the products, but provide the tools that make you make the products better.”***

### ***Our Mission***

- 1. Be the leading provider of technology based business solutions to businesses (profit and non-profit).*
- 2. Be a forward thinking company using modern and the latest technology to achieve operational efficiency and effectiveness*

### ***Dynamic Market Environment***

*Today’s business environment is very dynamics with increasing consumer demands. As such, businesses (including non-profit) organizations must respond to their customers’ needs in a timely and efficient manner. .*

*No doubt, companies that apply technology in the delivery of their products and services are the ones that are better equipped and are the most likely to survive the ever changing market terrain.*

### ***Our Core Values***

*Our core values center on:*

- Providing exceptional service to our client and the community bases upon high ethical standards and integrity.*
- Always exploring new ways to add measurable values to our client’s business and success.*
- Recognizing with respect that our clients and employees are the key to our success, as a company.*
- Maintaining a high level of security and confidentiality with our client’s information.*
- Add measurable values to our client’s business and success*
- Treat every client/staff with utmost respect.*

## ***Primary Market***

- *Our primary market is to focus on any company with five or more full time employees with identifiable need for improved productivity, efficiency and effectiveness using modern technology tools/services.*

## ***Industry/Scope***

- *Accounting Solutions*  
*Review, design, implement and maintenance of reliable internal controls, and accounting systems.*
- *Tax Solutions*  
*Provide cost effective tax preparation software to ease the determination of corporate tax liability to tax practitioners.*  
*Provide state of the art taxation system (Database, Computation, verification and Electronic System) suitable for government (i.e. Federal, State, Local etc.) implementation.*  
*Encourage and assist the tax authorities in Nigeria in moving towards paperless, efficient, revenue generating, standardized tax forms system.*
- *Legal Services*  
  
*Provide standardized legal forms and documentation software for the legal practitioners. Examples include but not limited to:*
  - *Properties-conveyance, (i.e. purchase and/or sale of real properties such as land, buildings, estate, etc.)*
  - *Business Contacts-commercial and consumer transactions*
- *Database Management*  
  
*Provide cost effective software/application for database administration to businesses, religious organizations, social clubs, and other entities.*  
  
*Distributor of “user-ready” database management software to major software manufactures.*

## ***Our Products & Services***

*Our services revolve around using technology to finding business solutions to our client’s needs:*

## ***Staff Training Solutions***

*While there are many provider of human resource training (including office applications), only very few offer quality and real value added training that the employees can use immediately to the benefits of their employers.*

*At BKAA Systems, we offer to fill in the void that other staff training providers leave behind. In fact, if we are not equipped to provide effective training in a given area, we won’t take up the task. The following are a few of the reasons why we are different:*

- *First class **technology base training for middle and upper management** with emphasis on business presentation and management decision tools*
- *Using **modern technology and tools** to impart knowledge and facilitate assimilation of the subject matter*
- *Striving to be the training **provider of choice** to most employers in the accounting, financial and tax industry*
- *The application of multi-media and interactive learning tools such as “**projectors, video tapes, DVDs,**” etc. (learning shouldn’t have to be boring)*
- ***Customizing our training to meet your needs.** We provide you with the materials that relevant to your company needs (staff training just the way you want it).*
- *Arranging our training curriculum in logical progression for ease of understanding and retention (see the training curriculum below).*

### **Management Solutions**

*Our management solutions services focus at achieving optimum organization and operational efficiency. With our **document management solution (e-cabinet)**, you can convert old archive documents to electronic documents stored at a specific location or on a network. These electronic files can be accessed by different levels of personnel, depending on the organizational structure.*

*The other benefits of e-cabinet solutions include:*

- *No need for huge warehouse to store old documents*
- *Save costs on storage facilities i.e. rent, electricity, reduced staff, etc.*
- *Instant access to old documents – No need for endless searches. You can access any document from anywhere within or outside of your organization.*
- *You multiple criteria to locate your documents e.g. customer account number, customer name, address, file name, employee number or pass code*
- *Multi-User Access capability allows many users to access the same file simultaneously. A management personnel can review a file while an employee is working on the same file*
- *Secondary storage and back-up system to prevent loss of data*

### **Software Solutions**

- *Focus on—Accounting—Taxation—Legal—Database Management.*
- *Design, develop, implement, and maintain customer software/application for business and other organizations.*
- *Distributor of accounting, taxation, legal, and database management software for major manufactures.*

Our **accounting software** and packages offer incredible capabilities and value to the end-users. They are designed to adapt to our customers' needs:

- **Unlimited chart of accounts** – while most applications limit the end-user to certain number specific, based on the architecture of their software, our accounting packages give our customers the **freedom to create and manage unlimited number of accounts**.
- **Multi-user** - with our network-ready capability, accounting staff can access and work on the same account at the same time
- **Remote access** – provides interface with for the user to be able login and work on the application from a remote location. For example, a management staff can login and review, update, and print reports (i.e. financial statements) on a computer at work from home.
- **Report customization** – offers an incredible opportunity to review, change and format the financial reports exactly the way you want. You can present the same set of financial statements in many different ways for various departments and different decision making purposes.
- **Back office accountant** – performs most of the standard double entry postings required to be performed by your regular accounting staff. That means you don't have to spend too much time recording and posting transaction journals (i.e. sales journals, purchases journals, accounts payable, accounts receivables etc.).

### **Internet Solutions**

- Provide the ultimate connection point for businesses and consumers-via web based directory listing.
- Provide internet access and professional software applications to members of **B.K. Forum – Professional Networking Club (PNC)**.




---

#### **B. K. FORUM - IMAGINE WHAT YOU CAN DO THERE!**

B. K Forum is **membership only** connecting point for professional men and women to take advantage of the - **Internet access, Software applications and Information technology** offered by BK Ventures (Nig) Limited:

- Free uninterrupted access to the internet (transferable to spouse)
- Conference facility for meetings, training etc.
- Meet other professional like you
- Free email account
- Connect to your home computer from our facility
- Use professional software applications at our facility:

- Word processor
- Excel spreadsheet
- Accounting software
- Software for architects
- Legal Software for lawyers
- Business presentation

<b>REGISTER TODAY!!!</b>
--------------------------

### ***Professional Alliances***

*At the present time we have professional partnership arrangements for any individual, partnership and/or corporation that may be interested in our products and services.*

- *Accounting firms*
- *Law firms*
- *Tax and Other Consultants*
- *Product Representatives*
- *Individuals*



“Adding Value with Technology”

## *Training Syllabus*

## ***Computerized Accounting***

1. *Using Computer for Accounting Functions*
  - a. *Accountant's roles and responsibilities*
  - b. *Benefits and challenges of computerized accounting*
  - c. *Accounting tasks*
2. *Accounting Packages*
  - a. *Overview*
  - b. *Types of accounting packages*
  - c. *Choosing the right accounting package*
  - d. *Working with your accounting package*

## ***(QuickBooks Accounting Software)***

3. *Setting-up your company/client files*
  - a. *Using standard templates*
  - b. *Customizing standard templates*
  - c. *Creating your own company profile*
  - d. *Wrap-up procedures*
4. *Navigating within QuickBooks*
  - a. *Overview of QuickBooks applications*
  - b. *Navigating within QuickBooks*
  - c. *Accountant's help/support*
  - d. *The transaction cycles*
5. *Charts of Accounts*
  - a. *Using pre-set charts of accounts*
  - b. *Creating new accounts*
  - c. *Creating sub-accounts*
  - d. *Linking Accounts*
    - i. *Income/expenses*



*ii. Other accounts**6. Entering account balances*

- a. Opening balances (including opening balance equity)*
- b. Step-by-step Interview approach*
- c. The journal approach*

*7. Posting Transactions*

- a. Journal entries*
- b. Purchase order/Accounts payables*
- c. Invoices/Accounts receivables*
- d. The general ledger*
- e. Writing work/service estimates*

*8. Entering Bills and Paying Bills*

- a. Using the customer/vendor option*
- b. Using the cheque register*
- c. Using the cheque write option*

*9. Accounting Record/File Management*

- a. Backup and Restore Company files*
- b. Export/Import Account templates*
- c. Online storage of company files*

*10. Reports*

- a. Types of reports*
- b. How to modify reports*
- c. How to customize reports*
- d. Printing reports*

*11. Summary/Review/Conclusion*

## ***Office and Business Applications***

### ***Introduction to Computing***

1. *Breaking the phobia with computers*
2. *Understanding the way the computer works*
3. *Know your computer (You think you do? No you don't)*
4. *Computer Devices (**input, processing and output devices**), and how they talk to each other)*
5. *Computer Software and Applications*
6. *Conclusion (the finished product)*

### ***Introduction to Word Processing – (MS Word)***

1. *The fundamentals of word processing*
  - Understanding the screen*
    - a. *The tool bar, menu bar, status bar, title bar etc.*
    - b. *The short cuts*
2. *Creating New Documents*
  - a. *You can use templates - “really!”*
  - b. *New Documents*
  - c. *Using the word wizards - “makes my life easy”*
3. *Saving and Opening Documents*
  - a. *Before you start, While you're working, When you're done*
  - b. *Creating a file from document*
  - c. *Naming or changing a file name*
4. *Editing Your Document – “make it look the way the boss wants it”*
  - a. *Entering the text – “yes you must type”*
  - b. *Changing fonts sizes or color*
  - c. *How to copy, move, delete, insert, and paste text – have glue?*
5. *Printing the Document*
6. *Summary/Conclusion (okay for now!)*

### ***Introduction to Spreadsheet – (MS Excel)***

1. *The Old Accountant Ledger (spreadsheet)*
  - a. *– Introduction*
  - b. *Starting & Exiting*
2. *Creating New Excel Spreadsheet*
  - a. *Entering text*
  - b. *The document, Data, Records and Files*
3. *Working with Worksheet in excel*
  - a. *Worksheet window*
  - b. *Moving around*
4. *Working with Workbook in excel*
  - a. *Multiple worksheet*
  - b. *Move, Delete, Rename worksheet*
  - c. *Saving and Opening and excel file*
  - d. *Working the file, Save, Close, Open*

5. *Editing Your Spreadsheet – “Make it look the way you want it”*
6. *Exiting the spreadsheet - (Get out!)*
7. *Summary/Conclusion*

## ***The Secretary's /Middle Management Course***

### ***Intermediate Word Processing***

1. *Working with Documents*
  - a. *Fonts, Borders, Shadows and Shading*
  - b. *Aligning Your Documents – Indents and Justification, Page Breaks*
2. *Setting up the Documents – Professional Outlook*
  - a. *Setting Margins*
  - b. *Document Sections*
  - c. *Paper size and orientation*
3. *Document Styles*
  - a. *Creating, Modifying*
  - b. *Assigning , and Viewing document styles*
4. *Understanding Headers and Footers*
  - a. *Inserting page*
  - b. *Adding, Editing headers and footers*
5. *Applying Symbols and Special Characters*
  - a. *Definitions and Shortcut keys*
  - b. *Inserting symbols and special characters*
6. *Proof Reading Documents*
  - a. *Spell checks and Grammar checks*
  - b. *Using the Thesaurus*
7. *Summary/Conclusion*

### ***Intermediate Excel***

1. *Working with Ranges*
  - a. *Definitions of ranges*

- b. *Cell ranges and Selecting a range*
  - c. *Naming Convention*
- 2. *Working with Cells*
  - a. *Inserting & Removing cells*
  - b. *Adding cell rows & columns*
  - c. *Deleting cell rows & columns*
  - d. *Merging and Unmerging cells, Word Wraps in cells,*
- 3. *Calculations & Formulas*
  - a. *Defining equations & Creating formulas*
  - b. *Copying formulas, Relative and Absolute address*
  - c. *Changing your calculations, Changing your settings*
  - d. *Using auto-sum calculations*
- 4. *Adding Notes to Cells*
  - a. *How to add notes to the cells*
  - b. *Removing the notes*
  - c. *Copying notes to another cells*
- 5. *Formatting the Cells*
  - a. *Changing cell attributes & fonts*
  - b. *Text alignments, Adding borders to cells*
  - c. *Shading the cells, Changing the column width, Changing the row height*
- 6. *Printing Excel worksheet and workbook*
- 7. *Summary/Conclusion*

### ***Introduction to Access Database***

- 1. *The Access Database*
  - a. *Definitions, data, records, files*
  - b. *Roles of Database*
- 2. *Creating Access Files*

- a. *Save, Close, Open, and Exist Access database*
- 3. *Designing Access Database*
  - a. *Using the templates*
  - b. *Design your own*
  - c. *Using the templates wizards*
- 4. *Querying the Database*
  - a. *Setting the query criteria*
  - b. *Sorting the data, Running query, Multiple query*
- 5. *Summary/Conclusions*

### ***Managing Business Affairs (Organizing the Boss)***

- 1. *Understanding the Power of Outlook*
  - a. *Starting outlook, The Screen, Existing outlook*
- 2. *Outlook Tools*
  - a. *The tool bars, Menu bar, Mail folders*
  - b. *Group folders, The List*
- 3. *Incoming Mails*
  - a. *Opening the mail, The view*
  - b. *Opening attachments, Saving attachments*
  - c. *Closing the mail.*
- 4. *Out-going Mail*
  - a. *Composing out-going mail*
  - b. *Formatting the text, Spell-check in outlook*
  - c. *Sending the mail.*
- 5. *Mail Delivery Options*
  - a. *General options, Delivery options*
  - b. *Tracking the mail, Mail flags (**hot item!**)*
- 6. *Using the Calendar (Keep the boss on track)*

- a. *Moving around in the calendar*
- b. *Setting-up appointments*
- c. *Repeated Appointments, Events Planning*
- 7. *Planning A Meeting*
  - a. *Scheduling a meeting*
  - b. *Inviting participants to the meeting*
  - c. *Editing the list*
- 8. *Printing outlook mail/messages*
- 9. *Summary/Conclusions*

### ***Middle/Upper Management Courses***

#### ***Managing Business Affairs (see detail curriculum)***

#### ***Advance Excel for Managers\****

#### ***Pre-requisites: Introduction to excel & Intermediate Excel (secretary/middle management)***

- A. *Performing calculations with functions*
  - 1. *Definition of functions*
  - 2. *Using auto-sum, Using Auto-Calculate*
  - 3. *Using function wizards*
- B. *The Numbers outlook*
  - 1. *Formatting values, Using the styles buttons to format*
  - 2. *Text attributes, Tool bars buttons*
- C. *Creating Charts*
  - 1. *Different types of charts, Charting format*
  - 2. *Customizing your charts, Saving the charts, Editing the charts*
- D. *Importing excel charts into word processor*
- E. *Printing the charts*

#### ***Special Notes:***

*The pre-requisite courses and the advance/management course can be taking together*

## ***Business Presentations for Managers***

### ***Mastering Power Point***

#### *A. Introduction to power point presentation*

##### *1. Understanding power point tools, Power point slides*

#### *B. Working with Power point*

- *Create, Save, Close and Open Power point files*
- *Types of slides, Presentation templates*
- *Using the template wizard, Adding text in slides*

#### *C. Formatting the Slides*

- *Formatting texts, Adding template themes*
- *Inserting files and objects in slides*

#### *D. Organization Charts*

- *Creating new organization charts*
- *Adding Sub-ordinates to organization charts*
- *Adding and assistant to the chart*

#### *E. The Slide Show*

- *Getting ready for your presentation*
- *Presentation styles, Presentation with flash animation*

#### *F. Using modern technology*









- *Using the overhead projector*
- *Using the digital projector, etc.*

#### *G. Summary and Conclusion*

## **Managerial Workshop/Courses**

### **Target Audience**

*The target executives for this programme include but not limited to:*

-  *Accountant General of the Treasury*
-  *Chief Financial Officer*
-  *Financial Controllers*
-  *Deputy Chief Financial Officers*
-  *Senior Accountants*
-  *Barristers and Solicitors*
-  *Project managers or Supervisors*
-  *Personnel in-charge of multiple projects*

### **Finance, Accounting & Payroll**










- *Financial Analysis for Business Professionals*
- *The Role of the Financial Managers*
- *How to Develop & Write Accounting Policies and Procedures*
- *Organizing and Managing Accounts Payable*
- *Financial Analysis for Non-Financial Managers*

### **The Financial Executive Workshop**




*The financial executive workshop combines four key managerial courses to provide a solid knowledge base of the controllership functions, building and effective records retention, storage and retrieval system within a corporate or government ministry or organization, perfecting the art of skillful presentations, managing emotions under pressure.*

*In this seminar, the participants will learn:*




#### **The Financial Executive Functions**

-  *The critical roles of top financial executive of government functionary or corporate organization*
-  *Specific actions you can take to instantly create value for your ministry*
-  *How to implement quick closing procedures ... and report last-period results more quickly*
-  *How to quickly and accurately evaluate the financial effects of new plans or directions*
-  *Master the mechanics of flawless financial management*
-  *Understand major pitfalls with budgets*
-  *How to build relationships that lead to great results*
-  *Be a powerful financial executive*
-  *Beyond the traditional balance sheets, income statements, and cash flow reports to skillful planning*







#### **Records Retention, Retrieval, Storage, and Destruction System**

-  *Implementing an effective records retention, storage and retrieval system in your organization*
-  *Recent developments in document retentions programmes essential to every organization*
-  *The problems with destroying documents too soon or keeping them too long*






-  *Arthur Andersen/Enron Fiasco*
-  *Effective disaster recovery system*
-  *The challenges of electronic records retention*

### **How to build powerful presentations**

-  *Essential of using graphics to present technical information in easy to absorb pieces*
-  *Creating, Editing and organizing slides*
-  *Multi-media and special effects*
-  *Importing presentation into other applications*
-  *Presentation graphics and sound effects*
-  *Power Point flexibilities*

### **Managing Emotions under Pressure**

-  *How to manage stress of workplace change*
-  *How to eliminate behaviours and habits that hinder success*
-  *Take control of anger and other strong emotions*

## **Project Management and Leadership**





*With this programme, participants will learn the secrets to successful project management and how to create a plan, implement it, monitor progress, correct as necessary and deliver as promised. The workshop will also show participants how to make projects an orderly progression of completed objectives, instead of a helter-skelter race with disaster.*

### **Highlights of Project Management and Leadership**




#### **Fundamentals of Project Management**

-  *Key considerations for project managers*
-  *The fundamental of project planning*
-  *The four staffing rules of building effective project management team*
-  *Monitoring and controlling the project*
-  *Problem solving and troubleshooting*
-  *Project risks management*
-  *Computers and project management*







#### **Managing Multiple Projects**

-  *Managing multiple projects*
-  *Handling competing priorities*
-  *Automatic ways to increase productivity*
-  *Managing people (even the boss) for greater results*

#### **Managing Emotions under Pressure**

-  *How to manage stress of workplace change*
-  *How to eliminate behaviours and habits that hinder success*
-  *Take control of anger and other strong emotions*

## **Records Retention, Retrieval, Storage, and Destruction System**

-  *Implementing an effective records retention, storage and retrieval system in your organization*
-  *Recent developments in document retentions programmes essential to every organization*
-  *The problems with destroying documents too soon or keeping them too long*
-  *Arthur Andersen/Enron Fiasco*
-  *Effective disaster recovery system*
-  *The special challenges of electronic records retention*

## **Management Essentials**

- *Management & Leadership Skills for first-time Supervisors & Managers*
- *Conducting Employee Performance Evaluation*
- *How to Motivate, Manage & Lead*

## **Leadership**

- *Creative Leadership*
- *Interpersonal Skills for Effective Leaders*
- *Leadership & Team Building*
- *Managers Guide to Employee Privacy*
- *Employee Retention Strategies*

## **Interpersonal Skills**

- *How to handle difficult people*
- *Diversity in the Workplace*
- *Powerful Communication Skills in the Workplace*
- *Handling Conflicts for Women*



“Adding Value with Technology”

**Management Training Proposals**

## **Management Training Proposals**

We are pleased to submit proposal for the following training courses which we have developed with one of our education partners, and believe will be of immediate benefit to your ministry:

### **Managing Change & Team Building**

As an executive and/or top management training, each programme is designed to provide excellent opportunity for management skill impartation of the subject matter combined with the opportunity to explore the people and the local attractions of the cities where the training are held.

The programme, **managing change & team building** will serve as a backdrop for the anticipated initiatives and change toward a technologically driven tax and records storage and retrieval systems. It will also provide complete instructional guides, workbook and learning tools (including software applications) that will enhance the learning and assimilation of the materials being presented.







However, if you would like to add additional programme/workshop, please review the courses outlined in our syllabus section.

### **Managing Change & Team Building**




#### **Effective Leadership & Team Building**

- Set team goals and know how to gain wholehearted commitment to them
- Motivating team members to achieve results
- Run productive, efficient team meetings that members won't dread attending
- Use specific strategies to inspire others to "go the extra mile"
- Conflict resolution among team members & building strong interpersonal relationship
- Build trust and respect among team members
- Use team decision-making techniques to generate creative ideas and solutions
- Work through team conflict, building stronger team relationships in the process
- Foster a more cooperative, supportive team environment

#### **Records Retention, Retrieval, Storage, and Destruction System**

-  Implementing an effective records retention, storage and retrieval system in your organization
-  Recent developments in document retentions programmes essential to every organization
-  The problems with destroying documents too soon or keeping them too long
-  Arthur Andersen/Enron Fiasco
-  Effective disaster recovery system
-  The challenges of electronic records retention

#### **Managing Emotions under Pressure**

-  How to manage stress of workplace change
-  How to eliminate behaviours and habits that hinder success
-  Take control of anger and other strong emotions

### How to build powerful presentations

- ✚ Essential of using graphics to present technical information in easy to absorb pieces
- ✚ Creating, Editing and organizing slides
- ✚ Multi-media and special effects
- ✚ Importing presentation into other applications
- ✚ Presentation graphics and sound effects
- ✚ Power Point flexibilities

### Target Audience

- Department Heads
- Project managers or Supervisors
- Seasoned team leaders seeking fresh, new strategies and techniques
- Team leaders preparing for organizational change or transition
- Managers or supervisors ready to move beyond managing to leading

### Workshop Delivery Methodology

The proposed workshops are designed as a group live format to allow for interactions and participations by participants. Participants from your ministry will join with other participants from other parts of the world. This type of arrangement is good to encourage exchange of ideas, real life experiences on the job, and problem solving methodologies.

However, if you prefer, the workshop(s) may be arranged exclusively for the participants from your ministry or department. A nominal fee will be charged for exclusive workshop and/or training.

### Course Fees

Course fees are tailored towards individual request.

**Training Location:** – Anywhere you want it within the United States, Canada and South Africa

**Duration:** - Depending on participants needs. Each programme is customized.

**Date:** - Will be arranged based on participants needs. However, we recommend that a reasonable date be set to allow for travel arrangements, vis-à-vis - Hotel Accommodation - Travel Visas (if applicable) and Seats availability

### Deposit & Payment

A deposit of 50% of ALL related costs is required once you have decided on the training programme that best meet your needs. All related course costs (100%) must be paid at least two weeks before the start of programme.

## Cancellation Policy

- A valid cancellation must be received in writing at least three weeks to the start of programme
- Refund of deposit and advance payment will be made subject 25% (of total costs) administrative fee will be charged for each cancellation
- No deposit and/or advance payment will be refunded for cancellation made less than 2 weeks to the start of the programme

## Special Note:

- For the convenience of the participants, each workshop/seminar can be conducted in 5 days or 10 days duration.
- This proposal is valid for 30 days only
- Pricing, dates, seats, city of workshop etc. not guaranteed until all payments are received
- Participants are free to make their own hotel accommodations. However hotel accommodations can be arrange at \$120.00 – \$250.00 double bed/night

## Hotel Amenities

We lodge our participants in world class hotels with executive amenities:



- High Speed Internet connections
- Laundry Services

- Elegant indoor swimming pool
- Modern Fitness Center
- Executive Suite/Room with large work space
- State of the art conference/meeting rooms
- Center piece of historical attractions







“Adding Value with Technology”











## *Executive Training Programmes*



## **Managerial Workshop/Courses**

### **Target Audience**

*The target executives for this programme include but not limited to:*

-  *Accountant General of the Treasury*
-  *Chief Financial Officer*
-  *Financial Controllers*
-  *Deputy Chief Financial Officers*
-  *Senior Accountants*
-  *Barristers and Solicitors*
-  *Project managers or Supervisors*
-  *Personnel in-charge of multiple projects*
-  *Station Manager Inland & Internal Revenue Services*
-  *Chairmen State Board of Internal Revenue*

## **Finance, Accounting & Payroll**










- *Financial Analysis for Business Professionals*
- *The Role of the Financial Managers*
- *How to Develop & Write Accounting Policies and Procedures*
- *Organizing and Managing Accounts Payable*
- *Financial Analysis for Non-Financial Managers*

## **The Financial Executive Workshop**







*The financial executive workshop combines four key managerial courses to provide a solid knowledge base of the controllership functions, building and effective records retention, storage and retrieval system within a corporate or government ministry or organization, perfecting the art of skillful presentations, managing emotions under pressure.*

*In this seminar, the participants will learn:*







### **The Financial Executive Functions**

-  *The critical roles of top financial executive of government functionary or corporate organization*
-  *Specific actions you can take to instantly create value for your ministry*
-  *How to implement quick closing procedures ... and report last-period results more quickly*
-  *How to quickly and accurately evaluate the financial effects of new plans or directions*
-  *Master the mechanics of flawless financial management*
-  *Understand major pitfalls with budgets*
-  *How to build relationships that lead to great results*
-  *Be a powerful financial executive*
-  *Beyond the traditional balance sheets, income statements, and cash flow reports to skillful planning*




## Records Retention, Retrieval, Storage, and Destruction System

-  *Implementing an effective records retention, storage and retrieval system in your organization*
-  *Recent developments in document retentions programmes essential to every organization*
-  *The problems with destroying documents too soon or keeping them too long*
-  *Arthur Andersen/Enron Fiasco*
-  *Effective disaster recovery system*
-  *The challenges of electronic records retention*

## How to build powerful presentations

-  *Essential of using graphics to present technical information in easy to absorb pieces*
-  *Creating, Editing and organizing slides*
-  *Multi-media and special effects*
-  *Importing presentation into other applications*
-  *Presentation graphics and sound effects*
-  *Power Point flexibilities*

## Managing Emotions under Pressure

-  *How to manage stress of workplace change*
-  *How to eliminate behaviours and habits that hinder success*
-  *Take control of anger and other strong emotions*

## Project Management and Leadership





*With this programme, participants will learn the secrets to successful project management and how to create a plan, implement it, monitor progress, correct as necessary and deliver as promised. The workshop will also show participants how to make projects an orderly progression of completed objectives, instead of a helter-skelter race with disaster.*

## Highlights of Project Management and Leadership




### Fundamentals of Project Management

-  *Key considerations for project managers*
-  *The fundamental of project planning*
-  *The four staffing rules of building effective project management team*
-  *Monitoring and controlling the project*
-  *Problem solving and troubleshooting*
-  *Project risks management*
-  *Computers and project management*







### Managing Multiple Projects

-  *Managing multiple projects*
-  *Handling competing priorities*
-  *Automatic ways to increase productivity*
-  *Managing people (even the boss) for greater results*

## Managing Emotions under Pressure

-  *How to manage stress of workplace change*
-  *How to eliminate behaviours and habits that hinder success*
-  *Take control of anger and other strong emotions*

## Records Retention, Retrieval, Storage, and Destruction System

-  *Implementing an effective records retention, storage and retrieval system in your organization*
-  *Recent developments in document retentions programmes essential to every organization*
-  *The problems with destroying documents too soon or keeping them too long*
-  *Arthur Andersen/Enron Fiasco*
-  *Effective disaster recovery system*
-  *The special challenges of electronic records retention*

## Management Essentials

- *Management & Leadership Skills for first-time Supervisors & Managers*
- *Conducting Employee Performance Evaluation*
- *How to Motivate, Manage & Lead*

## Leadership

- *Creative Leadership*
- *Interpersonal Skills for Effective Leaders*
- *Leadership & Team Building*
- *Managers Guide to Employee Privacy*
- *Employee Retention Strategies*







## Interpersonal Skills

- *How to handle difficult people*
- *Diversity in the Workplace*
- *Powerful Communication Skills in the Workplace*
- *Handling Conflicts for Women*

## Other Managerial Workshop/Courses

### The Financial Executive Workshop

#### The Financial Executive Functions

-  *The critical roles of top financial executive of government functionary or corporate organization*
-  *Specific actions you can take to instantly create value for your ministry*
-  *How to implement quick closing procedures ... and report last-period results more quickly*
-  *How to quickly and accurately evaluate the financial effects of new plans or directions*
-  *Master the mechanics of flawless financial management*
-  *Understand major pitfalls with budgets*

- ✚ How to build relationships that lead to great results
- ✚ Be a powerful financial executive
- ✚ Beyond the traditional balance sheets, income statements, and cash flow reports to skillful planning

### **Records Retention, Retrieval, Storage, and Destruction System**

- ✚ Implementing an effective records retention, storage and retrieval system in your organization
- ✚ Recent developments in document retentions programmes essential to every organization
- ✚ The problems with destroying documents too soon or keeping them too long
- ✚ Arthur Andersen/Enron Fiasco
- ✚ Effective disaster recovery system
- ✚ The challenges of electronic records retention

### **How to build powerful presentations**

- ✚ Essential of using graphics to present technical information in easy to absorb pieces
- ✚ Creating, Editing and organizing slides
- ✚ Multi-media and special effects
- ✚ Importing presentation into other applications
- ✚ Presentation graphics and sound effects
- ✚ Power Point flexibilities

### **Managing Emotions under Pressure**

- ✚ How to manage stress of workplace change
- ✚ How to eliminate behaviours and habits that hinder success
- ✚ Take control of anger and other strong emotions

## **Project Management and Leadership**

With this programme, participants will learn the secrets to successful project management and how to create a plan, implement it, monitor progress, correct as necessary and deliver as promised. The workshop will also show participants how to make projects an orderly progression of completed objectives, instead of a helter-skelter race with disaster.

In the second phase of the training, participants will also learn how a busy manager, supervisor or administrative person who juggles deadlines, multiple project demands and has no time to waste can acquire organizational skills to help him/her get more accomplished faster and with better results than ever before!

### **Highlights of Project Management and Leadership**

#### **Fundamentals of Project Management**

- ✚ Key considerations for project managers
- ✚ The fundamental of project planning
- ✚ The four staffing rules of building effective project management team
- ✚ Monitoring and controlling the project
- ✚ Problem solving and troubleshooting
- ✚ Project risks management

- ✚ Computers and project management

## Managing Multiple Projects

- ✚ Managing multiple projects
- ✚ Handling competing priorities
- ✚ Automatic ways to increase productivity
- ✚ Managing people (even the boss) for greater results

## Managing Emotions under Pressure

- ✚ How to manage stress of workplace change
- ✚ How to eliminate behaviours and habits that hinder success
- ✚ Take control of anger and other strong emotions

## Records Retention, Retrieval, Storage, and Destruction System

- ✚ Implementing an effective records retention, storage and retrieval system in your organization
- ✚ Recent developments in document retentions programmes essential to every organization
- ✚ The problems with destroying documents too soon or keeping them too long
- ✚ Arthur Andersen/Enron Fiasco
- ✚ Effective disaster recovery system
- ✚ The special challenges of electronic records retention

## Finance, Accounting & Payroll

- *Financial Analysis for Business Professionals*
- *The Role of the Financial Managers*
- *How to Develop & Write Accounting Policies and Procedures*
- *Organizing and Managing Accounts Payable*
- *Financial Analysis for Non-Financial Managers*

## Management Essentials

- *Management & Leadership Skills for first-time Supervisors & Managers*
- *Conducting Employee Performance Evaluation*
- *How to Motivate, Manage & Lead*

## Leadership

- *Creative Leadership*
- *Interpersonal Skills for Effective Leaders*
- *Leadership & Team Building*
- *Managers Guide to Employee Privacy*
- *Employee Retention Strategies*

## ***Interpersonal Skills***

- *How to handle difficult people*
- *Diversity in the Workplace*
- *Powerful Communication Skills in the Workplace*
- *Handling Conflicts for Women*

## ***Computerized Accounting***

12. *Using Computer for Accounting Functions*
  - a. *Accountant's roles and responsibilities*
  - b. *Benefits and challenges of computerized accounting*
  - c. *Accounting tasks*
13. *Accounting Packages*
  - a. *Overview*
  - b. *Types of accounting packages*
  - c. *Choosing the right accounting package*
  - d. *Working with your accounting package*

## ***(QuickBooks Accounting Software)***

14. *Setting-up your company/client files*
  - a. *Using standard templates*
  - b. *Customizing standard templates*
  - c. *Creating your own company profile*
  - d. *Wrap-up procedures*
15. *Navigating within QuickBooks*
  - a. *Overview of QuickBooks applications*
  - b. *Navigating within QuickBooks*
  - c. *Accountant's help/support*
  - d. *The transaction cycles*
16. *Charts of Accounts*
  - a. *Using pre-set charts of accounts*
  - b. *Creating new accounts*
  - c. *Creating sub-accounts*
  - d. *Linking Accounts*
    - i. *Income/expenses*
    - ii. *Other accounts*
17. *Entering account balances*
  - a. *Opening balances (including opening balance equity)*
  - b. *Step-by-step Interview approach*
  - c. *The journal approach*
18. *Posting Transactions*
  - a. *Journal entries*
  - b. *Purchase order/Accounts payables*
  - c. *Invoices/Accounts receivables*
  - d. *The general ledger*
  - e. *Writing work/service estimates*

19. *Entering Bills and Paying Bills*
  - a. *Using the customer/vendor option*
  - b. *Using the cheque register*
  - c. *Using the cheque write option*
20. *Accounting Record/File Management*
  - a. *Backup and Restore Company files*
  - b. *Export/Import Account templates*
  - c. *Online storage of company files*
21. *Reports*
  - a. *Types of reports*
  - b. *How to modify reports*
  - c. *How to customize reports*
  - d. *Printing reports*
22. *Summary/Review/Conclusion*

## ***Office and Business Applications***

### ***Introduction to Computing***

7. *Breaking the phobia with computers*
8. *Understanding the way the computer works*
9. *Know your computer (You think you do? No you don't)*
10. *Computer Devices (**input, processing and output devices**), and how they talk to each other)*
11. *Computer Software and Applications*
12. *Conclusion (the finished product)*

### ***Introduction to Word Processing – (MS Word)***

7. *The fundamentals of word processing*
  - Understanding the screen*
    - a. *The tool bar, menu bar, status bar, title bar etc.*
    - b. *The short cuts*
8. *Creating New Documents*
  - a. *You can use templates - “really!”*
  - b. *New Documents*
  - c. *Using the word wizards - “makes my life easy”*
9. *Saving and Opening Documents*
  - a. *Before you start, While you're working, When you're done*
  - b. *Creating a file from document*
  - c. *Naming or changing a file name*
10. *Editing Your Document – “make it look the way the boss wants it”*
  - a. *Entering the text – “yes you must type”*
  - b. *Changing fonts sizes or color*
  - c. *How to copy, move, delete, insert, and paste text – have glue?*
11. *Printing the Document*
12. *Summary/Conclusion (okay for now!)*

## ***Introduction to Spreadsheet – (MS Excel)***

8. *The Old Accountant Ledger (spreadsheet)*
  - a. *– Introduction*
  - b. *Starting & Exiting*
9. *Creating New Excel Spreadsheet*
  - a. *Entering text*
  - b. *The document, Data, Records and Files*
10. *Working with Worksheet in excel*
  - a. *Worksheet window*
  - b. *Moving around*
11. *Working with Workbook in excel*
  - a. *Multiple worksheet*
  - b. *Move, Delete, Rename worksheet*
  - c. *Saving and Opening and excel file*
  - d. *Working the file, Save, Close, Open*
12. *Editing Your Spreadsheet – “Make it look the way you want it”*
13. *Exiting the spreadsheet - (Get out!)*
14. *Summary/Conclusion*

## ***The Secretary’s /Middle Management Course***

### ***Intermediate Word Processing***

8. *Working with Documents*
  - a. *Fonts, Borders, Shadows and Shading*
  - b. *Aligning Your Documents – Indents and Justification, Page Breaks*
9. *Setting up the Documents – Professional Outlook*
  - a. *Setting Margins*
  - b. *Document Sections*
  - c. *Paper size and orientation*
10. *Document Styles*
  - a. *Creating, Modifying*
  - b. *Assigning , and Viewing document styles*
11. *Understanding Headers and Footers*
  - a. *Inserting page*
  - b. *Adding, Editing headers and footers*
12. *Applying Symbols and Special Characters*



- a. *Definitions and Shortcut keys*
  - b. *Inserting symbols and special characters*
13. *Proof Reading Documents*
- a. *Spell checks and Grammar checks*
  - b. *Using the Thesaurus*
14. *Summary/Conclusion*

## ***Intermediate Excel for Middle Management***

8. *Working with Ranges*
- a. *Definitions of ranges*
  - b. *Cell ranges and Selecting a range*
  - c. *Naming Convention*
9. *Working with Cells*
- a. *Inserting & Removing cells*
  - b. *Adding cell rows & columns*
  - c. *Deleting cell rows & columns*
  - d. *Merging and Unmerging cells, Word Wraps in cells,*
10. *Calculations & Formulas*
- a. *Defining equations & Creating formulas*
  - b. *Copying formulas, Relative and Absolute address*
  - c. *Changing your calculations, Changing your settings*
  - d. *Using auto-sum calculations*
11. *Adding Notes to Cells*
- a. *How to add notes to the cells*
  - b. *Removing the notes*
  - c. *Copying notes to another cells*
12. *Formatting the Cells*
- a. *Changing cell attributes & fonts*

- b. *Text alignments, Adding borders to cells*
  - c. *Shading the cells, Changing the column width, Changing the row height*
- 13. *Printing Excel worksheet and workbook*
- 14. *Summary/Conclusion*

## ***Introduction to Access Database***

- 6. *The Access Database*
  - a. *Definitions, data, records, files*
  - b. *Roles of Database*
- 7. *Creating Access Files*
  - a. *Save, Close, Open, and Exist Access database*
- 8. *Designing Access Database*
  - a. *Using the templates*
  - b. *Design your own*
  - c. *Using the templates wizards*
- 9. *Querying the Database*
  - a. *Setting the query criteria*
  - b. *Sorting the data, Running query, Multiple query*
- 10. *Summary/Conclusions*

## ***Managing Business Affairs (Organizing the Boss)***

- 11. *Understanding the Power of Outlook*
  - a. *Starting outlook, The Screen, Existing outlook*
- 12. *Outlook Tools*
  - a. *The tool bars, Menu bar, Mail folders*
  - b. *Group folders, The List*
- 13. *Incoming Mails*
  - a. *Opening the mail, The view*
  - b. *Opening attachments, Saving attachments*

- c. *Closing the mail.*

#### 14. *Out-going Mail*

- a. *Composing out-going mail*
- b. *Formatting the text, Spell-check in outlook*
- c. *Sending the mail.*

#### 15. *Mail Delivery Options*

- a. *General options, Delivery options*
- b. *Tracking the mail, Mail flags (hot item!)*

#### 16. *Using the Calendar (Keep the boss on track)*

- a. *Moving around in the calendar*
- b. *Setting-up appointments*
- c. *Repeated Appointments, Events Planning*

#### 17. *Planning A Meeting*

- a. *Scheduling a meeting*
- b. *Inviting participants to the meeting*
- c. *Editing the list*

#### 18. *Printing outlook mail/messages*

#### 19. *Summary/Conclusions*

### ***Middle/Upper Management Courses***

#### ***Managing Business Affairs (see detail curriculum)***

#### ***Advance Excel for Managers\****

#### ***Pre-requisites: Introduction to excel & Intermediate Excel (secretary/middle management)***

- F. *Performing calculations with functions*
  - 1. *Definition of functions*
  - 2. *Using auto-sum, Using Auto-Calculate*
  - 3. *Using function wizards*
- G. *The Numbers outlook*
  - 1. *Formatting values, Using the styles buttons to format*
  - 2. *Text attributes, Tool bars buttons*
- H. *Creating Charts*
  - 1. *Different types of charts, Charting format*
  - 2. *Customizing your charts, Saving the charts, Editing the charts*
- I. *Importing excel charts into word processor*
- J. *Printing the charts*

#### ***Special Notes:***

- 1. *The pre-requisite courses and the advance/management course can be taking together*

## ***Business Presentations for Managers***

### ***Mastering Power Point***

- H. Introduction to power point presentation
  - 2. Understanding power point tools, Power point slides
- I. Working with Power point
  - Create, Save, Close and Open Power point files
  - Types of slides, Presentation templates
  - Using the template wizard, Adding text in slides
- J. Formatting the Slides
  - Formatting texts, Adding template themes
  - Inserting files and objects in slides
- K. Organization Charts
  - Creating new organization charts
  - Adding Sub-ordinates to organization charts
  - Adding and assistant to the chart
- L. The Slide Show
  - Getting ready for your presentation
  - Presentation styles, Presentation with flash animation
- M. Using modern technology
  - Using the overhead projector
  - Using the digital projector, etc.
- N. Summary and Conclusion

***For More Information, please contact us at any of our locations.***

#### ***Locations:***

##### ***Lagos, Nigeria***

3, Adejuwon Street, (2<sup>nd</sup> Floor)  
 Oke Ira, Ajah Ado Road  
 Lekki Lagos, Nigeria  
 Phone: (234)01-761-3299  
 GSM: (234) 0802-087-9123

##### ***Dallas, Texas (U.S.)***

9319 LBJ Freeway 218  
 Dallas, TX 75243  
 United States  
 Phone: (214) 621-0965  
 Fax (214) 594-2000

Email: [info@bkaasystems.com](mailto:info@bkaasystems.com)

Web Site: [www.bkaasystems.com](http://www.bkaasystems.com)