



### **Workshop on Business Accounting and Taxation**

June 2 – 6, 2025, 1<sup>st</sup> Run: Lagos & Port Harcourt

November 24– 28, 2025, 2<sup>nd</sup> Run: Lagos & Abuja

**For Tutor -Led Class:** 9am – 4:30pm

**Workshop fee:** N300, 000 per Participant

**For online:** Delivery via Zoom

**Online course fee:** N250, 000 per Participant

**Available for In-plant Training**

**700 U\$D for foreign  
Participants**

#### **Program overview:**

Business Accounting and Taxation training is crucial for professionals aiming to enhance their financial management skills and ensure compliance with tax laws. It provides a solid foundation in accounting principles and taxation practices necessary for effective business operations and strategic decision-making.

This course is designed for individuals seeking to develop comprehensive skills in business accounting practices and taxation principles. It provides a practical understanding of financial accounting, management accounting, and taxation concepts applicable to businesses of all sizes, equipping participants with the knowledge and tools necessary to effectively manage financial records, prepare financial statements, and navigate tax regulations.

#### **For whom:**

This course is designed for accounting professionals, business owners, entrepreneurs, Finance and Accounting Professionals, Managers and Executives, Consultants and Advisors, Legal and Compliance Professionals, and anyone interested in gaining a comprehensive understanding of business accounting and taxation.

#### **Learning objectives:**

At the end of this course, participants will be able to:

- gain a thorough understanding of financial accounting concepts and principles.
- learn how to prepare financial statements in compliance with accounting standards.
- develop skills in management accounting, including cost analysis, budgeting, and performance evaluation.
- learn how to use management accounting information for decision-making and strategic planning.
- explain the fundamentals of business taxation, including income tax, sales tax, and payroll tax.
- learn how to calculate and report taxes accurately and comply with tax laws and regulations.
- comply with tax regulations applicable to their business.
- gain proficiency in using accounting software for bookkeeping, financial analysis, and reporting.
- develop skills in analyzing financial statements to assess business performance and financial health.
- understand how to interpret financial ratios and indicators to make informed business decisions.
- develop tax strategies to minimize liabilities and optimize financial performance.

#### **Course Outline**

##### **Day 1: Module 1: Introduction to Financial Accounting**

- Basic accounting principles and concepts
- Recording transactions and preparing financial statements

Human Capital Associates Global Consult Ltd is Accredited by Nigeria Council for Management Development (NCMD)

Lagos: Human Capital Associates Global Consult Ltd: Acme House 2nd Floor, Ogba Industrial Scheme, Ogba, Ikeja – Lagos

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24/7 Lines: +234-8068933608 (WhatsApp), +234-8029170491 & +234-8145745664(WhatsApp) & +234-9112830607

## Module 2: Financial Statement Analysis

- Analyzing balance sheets, income statements, and cash flow statements
- Interpreting financial ratios and indicators

## Day 2: Module 1: Management Accounting

- Cost analysis and cost-volume-profit (CVP) analysis
- Budgeting and variance analysis

## Module 2: Cost Accounting

- Job costing and process costing
- Activity-based costing (ABC) and cost allocation methods

## Day 3: Module 5: Taxation Fundamentals

- Overview of business taxation regulations
- Income tax, sales tax, and payroll tax basics

## Module 2: Tax Planning and Compliance

- Tax planning strategies for businesses
- Compliance with tax laws and regulations

## Day 4: Module 1: Accounting Software Applications

- Introduction to accounting software tools
- Using accounting software for bookkeeping and financial reporting

## Module 2: Financial Reporting Standards

- International Financial Reporting Standards (IFRS) and Generally Accepted Accounting Principles (GAAP)
- Compliance with accounting standards and regulations

## Day 5: Module 9: Business Ethics in Accounting and Taxation

- Ethical considerations in accounting and taxation
- Ensuring integrity and transparency in financial reporting and tax practices

## Module 2: Case Studies and Practical Applications

- Analysis of real-world accounting and taxation challenges
- Practical exercises and simulations to apply learned concepts

## Training Methodology

Lectures, discussions, exercises, case studies, audio-visual aids will be used to reinforce these teachings/learning methods.

## LOCATIONS

1 - HCA Learning Centre. Acme House 2nd Floor, 23, Acme Road, Ogba, Industrial Scheme, Ikeja, Lagos, Nigeria

2 - Pearls Learning Hub, Plot 756, Opposite Divine Hand of God Ministry, Area 1, Garki, Abuja.

3 – Pakiri hotel Ltd., 4 Okwuruola Street, off Stadium Road, Rumuola, Port Harcourt, Rivers State.

**Open Course Fee: N300, 000**

In-plant Fee Negotiable

## WORKSHOP FEE:

**N300, 000 per participant, VAT –N22, 500**

Note: this covers Workshop Fee, Tea/coffee break, Lunch, course materials and certificate of attendance.

Payment should be made into our Accounts:

Account Name: Human Capital Associates Global Consult Ltd.

Union Bank of Nig. PLC: Account No: 0097961537

First Bank of Nig. PLC: Account No: 2033683960

Keystone Bank Ltd.: Account No: 1007150325

**For Booking / Enquiry, Call: 234-8051365946, 234-7087578814**

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