

Effective Date: February 2019

Course Title: African Accounting Academy

Duration: 80-100 hours*
**Estimate based on past student experience*

Access: All students have access to the course material for a 6-month period starting from the date of purchase. At the end of the 6-month period, students will still have access to the Haystack Database if the student successfully completed the final assessment.

Website: <https://haystackafrica.com>

Course facilitators: Erin Godard, CPA, CA, CFA
Pascal Ambrosino, CPA, CA

Course overview: Welcome to the African Accounting Academy! We are so excited you decided to take this step, to advance your career in the accounting industry. Since 2017, we have been helping companies in East Africa navigate through their accounting challenges. We have developed a deep understanding of the accounting challenges companies face in East Africa. For that reason, we have developed the African Accounting Academy, a practical online training program seeking to:

1. Prepare you for a career in the accounting industry
2. Get you ready to excel in an accounting role

Learning outcomes: This course covers a wide range of topics, to prepare you for a role in the accounting industry. By the end of this course you should:

- Understand the core concepts of accounting and how to apply them to real-life work situations
- Understand and identify internal controls in accounting and finance processes
- Know how to use an accounting system (QuickBooks Online) and understand how to enter transactions in an accounting system
- Be ready to solve problems in areal-life accounting concept

Prerequisites: There are no prerequisites to join the course.

Requirements: 1. Computer, with a valid copy of Excel and Google Chrome*
2. Stable internet connection

A computer and a stable internet connection are required to complete the course. There are certain exercises that can be downloaded to your computer and completed offline. However, the majority of lessons, videos, exercises, and end of lesson quizzes require an internet connection.

A mobile phone can be used for some lessons, but using Excel and QuickBooks Online requires a computer.

**Note: Please use Google Chrome to access the course*

- Lessons:**
- Lesson 1 – Accounting fundamentals #1: Learn about the elements of the financial statements.
 - Lesson 2 – Accounting fundamentals #2: Learn about transactions, journal entries, debits and credits.
 - Lesson 3 – Accounting fundamentals #3: Become a debit and credit expert by learning about advanced accounting transactions.
 - Lesson 4 – Understanding risks: Learn about the different risks that impact a business and what it means for you, as an accountant at an organization.
 - Lesson 5 – Understanding internal controls: Learn how to minimize financial statement and operational risks by understanding internal controls.
 - Lesson 6 – Cash receipts process: Learn about the cash receipts process. When a company receives a payment, how do we account for it?
 - Lesson 7 – Cash disbursements process: Learn about the cash disbursements process. When a company makes a payment, how do we account for it?
 - Lesson 8 – Bank reconciliations: Learn about the bank reconciliation process but more importantly, learn how to perform a bank reconciliation.
 - Lesson 9 – Month-end processes: What happens at the end of the month for the accounting team? In this lesson, we learn about the month-end procedures.
 - Lesson 10 – Budgeting: Budgeting is an important process for all organizations. Learn what a budget is and how to perform a budget-to-actual analysis.
 - Lesson 11 – Interviews & CVs: Let's get you ready for your interview! The Dos and Don'ts of interviews and CVs.
 - Lesson 12 – Professional best practices: Learn the best ways to conduct yourself professionally in the workplace.
 - Lesson 13 – Taxation: Learn about the different taxes that impact companies in your country: corporate income tax, VAT, withholding, district taxes and payroll deductions.
 - Lesson 14 – Excel: An introductory course to Excel. Learn how to format tables and analyze data using formulas, functions, pivot tables, and VLOOKUPS.
 - Lesson 15 – QuickBooks Online: Learn the basics of QuickBooks Online. Enter invoices, bills and journal entries, just like you'll need to do at your job!

Course procedures: The course contains the 15 lessons stated above. Each lesson contains short lessons (5 to 20 minutes each), allowing you complete lessons at your own pace and around your own schedule. If you are working full-time on the course, you can complete it in approximately 2-3 weeks. If you are working part-time on the course, it can take 1-2 months.

The lessons are all interactive. Each lesson has practice problems, videos or assignments. At the end of each lesson, there is a quiz to test your understanding. If you do not obtain a passing score, you will be need to re-

visit the topics and re-take the quiz before moving to the next module. You can complete the quizzes as many times as you need.

Final assessment: To receive your Certificate of Completion, you must complete all lessons, including the end of lesson quizzes. You must also pass the final assessment, which requires a grade of 80%. If you don't pass on the first attempt, we provide you with the opportunity to re-review lessons and try again once every 2 weeks.

Certificate of Completion: Your Certificate of Completion will be sent to you by e-mail in a PDF format once you have completed the entire course.

Questions/Contact: There are many ways to contact or interact with the facilitators if you have any questions:

- Post a question in the discussion forum: <https://haystackafrica.com/forums/>
- Send an email to the facilitators: info@haystackafrica.com

Candidate database: Upon completion of the course, all students are entered into a candidate database. We work with employers and recruiters to identify job opportunities in accounting and finance for our students.

To be considered for a position, you must upload your CV to your profile: <https://haystackafrica.com/profile>

Either Haystack or the employer/recruiter will contact you if you are considered for a position.

Common questions: *Do I need a university degree to take the program?*

No, a university degree is not mandatory to take this course. However, to be considered for job opportunities and to be entered into the candidate database, you need a university degree. This is because employers and recruiters consider it mandatory for the majority of positions.

Will I receive my CPA once I complete this course?

No, you do not receive a CPA for completing this course. You will receive a Certificate of Completion stating that you have completed all lessons and assessments. A CPA is a much more advanced certification and takes considerably longer to complete. Consider this course a stepping stone to your end goal of receiving a CPA.

Am I guaranteed a job once I complete this course?

No, we do not guarantee you a job once you complete this course. This course is designed to provide you with practical training that will assist you in your job search. We do work with some employers and recruiters to identify job opportunities for our candidates. However, we do not provide any guarantees.

Can I complete the course on a mobile phone or tablet?

Our course is optimized to be completed on a laptop or desktop computer. Some of the lessons can be completed on mobile phones or tablets. However, a lot of our exercises (especially those using Excel and QuickBooks) must be completed on a computer. We highly recommend that you complete the course on a computer.

I am struggling on a concept and can't move on?

Practice, practice, practice! Accounting concepts are not mastered in one day. It takes a lot of practice to become competent in the material. Take as much time as you need to go through a lesson. You can repeat lessons and access the material as many times as you want. The facilitators are also always available to answer any questions.