

ScaleEdge Accountants Lab: From Theory to Job-Ready Accountant

Program Overview

Duration: 3 Months (Full-Time, Cohort-Based)

Delivery Format: In-person, instructor-led, hands-on training

Resources Provided:

- ✓ Laptops
- ✓ QuickBooks Online accounts
- ✓ Training manuals & templates
- ✓ Access to Xero and Sage for introductory modules
- ✓ Internet & classroom setup

Entry Requirements

To be eligible for admission into the ScaleEdge Accountants Lab, applicants must meet the following criteria:

Educational Background:

- ✓ A degree/HND/A levels in accounting, business, economics, or any other related field.

Language Proficiency:

- ✓ Basic proficiency in English, with the ability to read instructions and participate in group discussions.
(Note: the primary language of instruction is English)

Computer Literacy:

- ✓ Basic familiarity with using a computer and internet navigation.
- ✓ No prior experience with accounting software is required

Selection Process:

- ✓ Completion of a short application form.
- ✓ Optional interview or orientation session to assess fit and readiness.

Target Audience: Entry-level Accountants, Recent Accounting Graduates, or Career Switchers with limited accounting background.

Program Structure

Module	Title	Duration	Focus Area
1	Accounting Fundamentals	Weeks 1–3	Core principles, OHADA/IFRS, transaction flow
2	Applied Accounting & Software Skills	Weeks 4–6	Full cycle in QuickBooks + Intro to Xero/Sage
3	Microsoft Office for Accountants	Weeks 7–9	Excel, Word, PowerPoint for finance functions
4	Professional Development & Job Readiness	Weeks 10–11	Workplace soft skills, grooming, CVs, interview prep
5	Final Project & Assessment (Capstone)	Week 12	End-to-end simulation and presentation

Module 1: Accounting Fundamentals (Week 1–3)

Objective: Build a solid theoretical foundation in accounting principles.

- ✓ Accounting Equation & Financial Info Users
- ✓ OHADA & IFRS Concepts
- ✓ Accounting Cycle (source documents → closing)
- ✓ Trial Balance, Adjustments, Financial Statement Prep
- ✓ Intro to Internal Controls

Methodology: Lectures, quizzes, group exercises, and whiteboard walkthroughs)

Module 2: Applied Accounting & Software Skills (Week 4–6)

Objective: Apply accounting knowledge using QuickBooks Online and explore other industry software.

- ✓ QuickBooks: Setup, Chart of Accounts, Transactions
- ✓ Invoicing, AP/AR, Journal Entries, Reconciliations
- ✓ Month-End Close Process
- ✓ Financial Reporting (P&L, B/S, Cash Flow)
- ✓ Intro to Xero and Sage (Interface tours, key features)

Methodology: Simulations, live walkthroughs, daily tasks using a practice company

Module 3: Microsoft Office for Accountants (Week 7–9)

Objective: Build fluency in Excel and other essential Microsoft tools.

- Excel Focus:
 - ✓ Basic to advanced formulas (SUMIF, VLOOKUP, INDEX-MATCH)
 - ✓ PivotTables & Charts
 - ✓ Financial calculations (NPV, PMT)
 - ✓ Error checking & data validation
- Word /PowerPoint/ Outlook:
 - ✓ Formatting, mail merge, reports, storytelling with data
 - ✓ Professional email etiquette, scheduling

Methodology: Guided labs, spreadsheet drills, reporting assignments

Module 4: Professional Development & Job Readiness (Week 10–11)

Objective: Equip learners with workplace and communication skills for accounting roles.

- ✓ Interview prep & mock sessions
- ✓ Grooming & Professional Conduct
- ✓ Workplace Ethics & Confidentiality
- ✓ Communication Skills (email, verbal, report writing)
- ✓ CV Writing, LinkedIn Optimization
- ✓ Interview Preparation (mock interviews, feedback)
- ✓ Networking & Career Branding

Methodology: Role-plays, panel mock sessions, guest speaker mentorship.

Capstone Week (Week 12)

Objective: Consolidate all learning through a realistic, end-to-end accounting project.

- ✓ Simulated Company Dataset
 - ✓ QuickBooks Full-Cycle Entry & Reconciliation
 - ✓ Generate & Interpret Financial Reports
 - ✓ Write Professional Final Report (Word)
 - ✓ Create PowerPoint for Presentation
 - ✓ Deliver Oral Presentation to Panel
 - ✓ Receive Coaching Feedback from finance executives
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Learning Outcomes

By the end of the program, participants will:

- ✓ Complete the full accounting cycle in QuickBooks
- ✓ Understand and apply OHADA/IFRS basics
- ✓ Confidently use Excel and other MS Office tools in finance roles
- ✓ Prepare and interpret core financial reports
- ✓ Demonstrate professionalism, communication, and presentation skills





- ✓ Produce a job-ready CV, LinkedIn profile, and interview responses
 - ✓ Gain internship or job placement support via ScaleEdge's partner network
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Post-Program Opportunities

- ✓ Certificate of Completion from ScaleEdge
- ✓ Mentorship by experienced finance leaders
- ✓ Internship Placement Support
- ✓ Referrals to ScaleEdge partner companies and networks
- ✓ Access to alumni community and continuing workshops

