

# METHODIST UNIVERSITY COLLEGE GHANA

## A SHORT COURSE ON MS EXCEL FUNDAMENTALS WITH FINANCIAL APPLICATIONS

### 1. TOPICS TO BE COVERED ARE

- (a) EXCEL FUNDAMENTALS
- (b) PREPARING CASH BUDGETS IN EXCEL
- (c) CAPITAL BUDGET IN EXCEL
- (d) VARIOUS FINANCIAL CONCEPTS

#### Areas to cover:

- Time Value of Money,
- Bond Valuation,
- Stock Valuation,
- Financial Forecasting.

- (e) FINANCIAL STATEMENTS IN EXCEL

#### Areas to cover:

- Income Statement,
- Balance Sheet,
- Cash Flow Statement.

- (f) PREPARATION OF PAYROLL IN EXCEL

### 2. TIME/DURATION

Saturdays : 09:00 am – 12:00 noon, for five (5) weeks.

Commencement Date: Saturday, 7<sup>th</sup> January, 2012

### 3. FEE

GH¢450.00 (Four hundred and fifty Ghana Cedis) - The fee includes course material, tuition and certification.

### 4. VENUE

Methodist University College Ghana, Dansoman campus, Accra.

### 5. HOW TO APPLY

Download an application form from MUCG Website: [www.mucg.edu.gh](http://www.mucg.edu.gh) or collect an application form from the receptionist at Methodist University College Ghana, Dansoman campus, Accra. Completed application forms must be submitted to the University cashier, Dansoman campus, latest by 4<sup>th</sup> January, 2012.

### 6. CONTACT

0302312980 / 0243517816 / 0244937493



5. **PERSONAL INFORMATION**

- i. Home Town: .....
- ii. Nationality: .....
- iii. Marital Status:    Single     Married     Other .....
- iv. Do you suffer from any form of impairment?    Yes            No
- v. If yes, specify: .....
- vi. Permanent Home Address:.....
- vii Telephone No.....

6. **EDUCATION**

Schools/Colleges attended with dates:

Name of School/College and Location	Dates Attended		Offices Held/Position
	From (Year)	To (Year)	

7. **SOURCE OF FUNDING**

Indicate how you will finance your studies at the University College (Tick the appropriate box)

- i. Parent/Guardian             ii. Self             iii. Other .....

- 8. a). Name of Parent or Sponsor: .....
- b). Address of Parent or Sponsor: .....
- c). Relationship to Candidate: .....
- d). Name and Tel. No. of contact person in case of emergency: .....
- .....

**Signature of applicant:**.....            **Date:** .....

**NOTE:** Application fee is GH¢30.00. Payment can be cash or bankers draft payable to the Methodist University College Ghana. The bankers draft and application form can be posted to the Registrar (P. O. Box DC940, Dansoman-Accra). Otherwise please visit our Dansoman campus and make payment to MUCG cashier.