

ACCOUNTING FOR NON-ACCOUNTANTS

This course seeks to assist participants with no accounting background to explain and apply basic concepts, conceptual framework, basic principles, tools, and techniques of the accounting process, as well as interpretation for sound business decisions. To help managers without an accounting background understand and appreciate how business transactions are recorded and interpreted for sound business decisions.



COURSE OBJECTIVES:

After course you should be able to :

- Describe the nature and importance of Accounting.
- Explain the basic concepts and conceptual framework of Accounting.
- Discuss the regulatory environment of financial reporting and its basic principles, tools and techniques of the accounting process.
- Distinguish the types of transactions of a business organization and illustrate how they are recorded in the books.
- Demonstrate the structure and contents of the basic financial statements.
- Understanding the Financial Statements
- Interpretation and Analysis of the Financial Statements.

COURSE OUTLINES :

- Introducing Accounting and Financial Statements
- Generally Accepted Accounting Principles
- Feasibility study elements
- The Income statement
- Preparing and Using a Statement of Cash Flows
- The annual report
- Double-Entry Accounting
- Audits and Auditors
- Company accounts
- Capital investment

COURSE DURATION : 3 Days , 6 Hours /day