1. Course Details:

Course Code : FANT-003
Course Title : Accounting for Non-Accountants
Course Duration : 5 Days

2. Course Overview

- Accounting for non-accountant course will provides an understanding of the basic principles of accounting as used in general business. The areas covered will provide a basis for a proper understanding of accounting in the business environment as well as the public sector, coverage will include but not be limited to the accounting information system, comprehensive financial statements preparation and analysis. Also appreciate the relationship between accounting and finance and understand the use of debits and credits. Finally, this course will help you to record financial transactions accurately and summarize them in financial statements.

3. Learning Outcomes:

- Define accounting and the accounting cycle
- Identify the major rules and principles of accounting under the International Financial Reporting Standards
- Demonstrate knowledge of the basic accounting equation, double-entry bookkeeping, and the new automated accounting systems
- List the key financial statements (balance sheet, income statement, changes in shareholders' equity and cash flow statement) and their components
- Practice financial statements' adjustments

4. Course Contents:

- Introducing accounting and financial statements
- International financial reporting standards
- Double-entry accounting
- Income statements
- Planning for Profit
- The balance sheet and its components
- Cash flow statement
- Budgeting in Today's Competitive Business
- Adjustments to financial statements

5. Our Methodology:

- Make coaching and monitoring innovative and using modern
- Media training also using on the go training by using interactive means and focusing on
- The exercises, practical applications and real situations study.
- Live delivery method, instructor-led training.
- Experienced consultant, trainers, and professional.
- Qualified trainer with high-level experience

6. Attendance Reports:

- Send daily attendance reports to trainingdep
- Send full attendance report to training dep. by the end of thecourse
- Attend 100 % from the course days also providedaily
- Issue attendance certificate for participant who attend minimum 80% from the course duration

7. Pre/Post Reports:

- Pre- assessment before starting training.
- Post assessment after finish training
- Full report for the deferent between Pre-& Post assessment

8. Who Should Attend?

- Managers
- Supervisors
- Staff from any function including the accounting department who need to improve their understanding, application and techniques