



Accounting for non-accountants

COURSE DESCRIPTION

Dealing with financial subsidies, and legal issues relating to: checks, notes and bills of exchange.

How to read financial statements, such as: general journals, trial balances, and balance sheets.

COURSE OUTLINE

- Business entity
- Accounts chart
- Double entry system
- Documentation cycle: managerial and financial
- Entries
- Recording in general journal
- Monthly review budget and supporting documents
- General ledger, trial balance and ending balances
- The use of financial data in managerial decision-making

Learning Outcome

- The learner will understand the fundamentals of accounting and use accounting information for business management purposes
- Participants will gain an understanding of accounting terminology and concepts, budgeting analysis and learn how to read financial reports
- Participants will understand the principles of the double entry system and accruals and depreciation of capital assets

Who Should Attend

1. Managers at all managerial levels in both private and public sector

COURSE DURATION: 4 Days

TRAINING HOURS: 16 hrs

MINIMUM NO. OF TRAINEES: 15

LANGUAGE : English /Arabic

