

**Course Overview:**

This course provides a solid foundation in accounting principles and practices essential for professionals interacting with financial data. It equips participants with practical skills to interpret financial statements, understand double-entry bookkeeping, and implement core accounting principles. Ideal for those new to accounting or transitioning into finance roles, it ensures confidence in applying fundamental concepts to real-world corporate environments.

**Course Objective:**

By the end of the course, participants will be able to:

- Apply double-entry bookkeeping to record financial transactions accurately
- Prepare and interpret core financial statements
- Understand and apply fundamental accounting principles
- Execute adjusting and closing entries within the accounting cycle
- Develop basic budgeting and financial planning skills

**Course Outline:****Module 1: Introduction to Accounting**

- Importance of accounting in business
- Roles and responsibilities of accountants
- Overview of financial statements
- Accounting equation
- Types of business entities

**Module 2: Fundamental Accounting Principles**

- Accrual vs. cash basis accounting
- Revenue recognition and matching
- Historical cost and objectivity principles
- Materiality and consistency

**Module 3: Double-Entry Bookkeeping**

- Debits and credits
- T-accounts and general ledger
- Recording transactions
- Preparing a trial balance

**Module 4: Recording Transactions**

- Analyzing business transactions
- Journalizing and posting
- Practice exercises and real-life examples

**Module 5: Adjusting Entries**

- Purpose and types of adjustments
- Accruals and deferrals
- Depreciation and bad debts
- Examples and exercises

**Module 6: Financial Statements**

- Income statement preparation
- Balance sheet structure
- Cash flow statement overview

**Training Language:**

EN

**Training Methodology:**

The course combines various teaching methods, including instructor-led presentations, group discussions, case study analyses, and assessments through quizzes and a final exam to engage participants and ensure they understand and retain the material.

**Venue | Date | Fees**

Riyadh | 14-12-2025 | 6,900 SAR

- Financial ratio analysis

**Module 7: Closing Entries and the Accounting Cycle**

- Purpose and steps of closing entries
- Income summary and retained earnings
- Reversing entries
- Full accounting cycle review

**Module 8: Introduction to Budgeting**

- Role of budgeting in planning
- Types and steps in budget creation
- Budgeting techniques
- Budgetary control and variance analysis

**Module 9: Case Studies and Applications**

- Real-world scenarios in accounting
- Application of principles to cases
- Group discussions and feedback

**Module 10: Review and Assessment**

- Summary of key concepts
- Final group discussion
- Knowledge assessment quiz and wrap-up

**Who Should Attend:**

- Entry-level accounting professionals
- Non-accounting professionals managing budgets
- Career switchers into finance roles
- Individuals managing personal or small business finances