

Course Overview:

This Introductory course in accounting for non-accountant will provides an understanding of the basic principles of accounting as used in general business.

Course Objective:

- Learn the functions of financial management.
- Understand the four key financial statements: balance sheet, income.
- Use financial information to manage the business or their departments
- Analyse business performance
- To be able to define accounting and explain its purpose.
- To be able to process a full range of financial transactions using double entry accounting.
- To understand and apply all major aspects of the accounting cycle including the preparation

Course Outline:

- Objectives of Efficient Finance
- Functions of Financial Management
- Framework for Efficient Finance
- Analysis of Financial Statements
- Cost Concepts and Decision Making
- Using Financial Information to Manage the Business
- The Budgeting Process
- Accounting Terminology and Policies
- Accounting as an information system
- How To Interpret Accounts and Financial Statement Analysis

Who Should Attend:

Managers, supervisors and staff from any function including finance who need to improve understanding and use of financial information.

Training Language:

Eng/Ar

Training Methodology:

- Presentation & Slides
- Audio Visual Aids
- Interactive Discussion
- Participatory Exercise
- Action Learning
- Class Activities
- Case Studies
- Workshops
- Simulation