

Accounting for Non Accountants

Objectives:

This Program Aim to Introduce Accounting for Non Accountants Including Concepts, Explanation Items and Accounting Statements Including Budget Cost Accounts Reports and Method of Preparation for All Concerned Positions and Specialization Which Have no Background of Accounting and Related Topics.

Contents:

Day 1

- 1. Basic Concepts of Accounting and its Significance.**
 - 1.1. Accounting Definition
 - 1.2. Importance and Uses
 - 1.3. Users of Accounting Information
 - 1.4. Accounting Main Concepts and Terms
 - 1.5. Accounting And relation to Financial Statements (purposes & conclusions)

- 2. Annual Financial Reporting**
 - 2.1. Components of Business's Annual Report
 - 2.2. How to read the Annual Financial Statements
 - 2.3. Focusing on Financial Statements (Balance Sheet, Income Statement, Retained Earnings, Cash flows, Changes on Stockholders Equity)
 - 2.4 Discussion

Day 2

- 3. Sample of Complete set of Financial Statements**
 - 3.1. How to read, Explanation,
 - 3.2. How to extract the important conclusions
 - 3.3. Free Discussion

- 4. Financial Analysis**
 - 4.1. Definition, Uses, Importance
 - 4.2. Types of Financial Analysis
 - 4.3. Financial Ratio Analysis (Calculations, Conclusions)
 - 4.4. Limitation on the Use of Financial Ratio Analysis
 - 4.5. Sample of Financial Analysis
 - 4.6. Free Discussion
 - 4.7. Practice



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Day 3

5. Introduction to Budgeting

- 5.1. Definitions, Uses, Importance
- 5.2. Identify the differences between the Historical and Projected Financial Statements
- 5.3. General Explanation of the Budgeting Preparation Process
- 5.4. Budgeting as a tool of Control
- 5.5. Discussion

6. Subsidiary Budget Preparation

- 6.1. Cash Budget
- 6.2. A/R Budget
- 6.3. A/P Budget
- 6.4. Other Budget
- 6.5. Practice

Day 4

7. Introduction to Cost Accounting

- 7.1. Cost Accounting main Definitions
- 7.2. Cost Accounting Main Elements
- 7.3. Cost Accounting Models and Classifications
- 7.4. Cost Accounting as a Management Tool - Applications

8. Cost Accounting Analysis / Applications

- 8.1. Break-even Analysis
- 8.2. Marginal Analysis
- 8.3. Different Applications
- 8.4. Discussion
- 8.5. Practice

Day 5

9. Cost Accounting as A Tool of Planning & Control

- 9.1. Introduction to Standard Costing, Definition, Objectives and Uses
- 9.2. Standard Costing For Planning and Control
- 9.3. Elements of Standard Costing
- 9.4. Variance Analysis Elements and Conclusions
- 9.5. Limitation on the Use of Standard Costing as a Control Tool

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9.6. Applications

9.7. Free Discussion

Target Group:

- Managers, Members of Board Directors, High Administration and All Levels of Responsibility non Accountant.
- All Administrative Staff who are Responsible of Taking Financial Decisions.

Language:

- The language of instruction will be in English & Arabic
- The materials for the trainees will be in English.

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