Accounting For Non – Accountants

Asia Masters Centre (AMC), Suite 2 B, level 6, Office Block, Grand Millennium Hotel, Bukit Bintang Street, 55100 Kuala Lumpur, Malaysia. | Tel: +60327326992|Mobile: +601 8909 0379 | Fax: +60327326992
Website: http://www.asiamasters.org/ | Email: info@asia-masters.com

Asia Masters Center

Accounting For Non – Accountants

Course Objective

- Define accounting and the accounting cycle
- Identify the major rules and principles of accounting under the International Financial Reporting Standards (IFRS)
- 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
- Practicefinancial statements' adjustments at month and year-end

Target Audience

- Managers,
- Supervisors
- and staff from any function including the accounting department who need to improve understanding, application and techniques of the language of numbers.

Course Outline

Introducing accounting and financial statements

- Definition of accounting
- Users of accounting information
- Basic financial statements
- The corporation defined

- Presentation of accounting information by different business entities

International financial reporting standards

- The International Accounting Standards Board (IASB)
- Introduction to IFRS
- Main differences between IFRS and US Generally Accepted Accounting Principles (GAAP)

Double-entry accounting

- The accounting equation
- Traditional double-entry bookkeeping
- Your asset is his liability
- The chart of accounts
- The general journal
- The general ledger
- The trial balance
- Modern bookkeeping: automating transactions

Income statements

- Defining the income statement
- Defining revenue and its recognition
- Defining expenditures and their classifications
- Calculating profit
- Gross profit
- Operating profit
- Net profit
- The income statement illustrated

Net equity

- Defining capital stock
- Dividends are not an expense
- Cash dividends, stock dividends and stock split

- Definition of treasury stock
- Retained earnings - not the same as cash

The balance sheet and its components

- Defining the balance sheet
- Assets
- Liabilities
- Equity
- Current versus non-current assets and liabilities
- The balance sheet illustrated

Cash flow statement

- Defining the statement of cash flows
- Cash and cash equivalents
- Classification of cash flows
- Operating activities
- Investing activities
- Financing activities
- The cash flow statement illustrated

Adjustments to financial statements

- The accrual concepts
- Accruals and prepayments
- Depreciation
- Bad debts
- Provisions for contingencies

Asia Masters Centre (AMC), Suite 2 B, level 6, Office Block, Grand Millennium Hotel, Bukit Bintang Street, 55100 Kuala Lumpur, Malaysia. | Tel: +60327326992|Mobile: +601 8909 0379 | Fax: +60327326992
Website: http://www.asiamasters.org/ | Email: info@asia-masters.com

The Feature Of Asia Master Training And Development Center

- we pick up the customer from the airport to the hotel.
- we give the participant training bag includes all the necessary tools for the course.
- Working within groups to achieve the best results.
- All our courses are confirmed and we do not postpone or cancel the courses regardless of the number of participants in the course.
- We can assist you in booking hotels at discounted prices if you wish to book through us.
- We offer the certificate from Asia Masters Center for Training and Administrative Development.

The Cost Of The Training Program Includes The Following:

1) Scientific article on flash memory.
2) Training Room.
3) Training.
4) Coffee break.
5) The training bag includes all the tools for the course.

Price (USD)
Communicate with the training department to know the participation fees ➢ There are offers and discounts for groups
<u>The details of the bank account</u>
Bank name: CIMB Bank Berhad Account name: Asia Masters Center SDN. BHD Bank account number: 80-0733590-5 Swift code: CIBBMYKL IBAN: Null

Asia Masters Centre (AMC), Suite 2 B, level 6, Office Block, Grand Millennium Hotel, Bukit Bintang Street, 55100 Kuala Lumpur, Malaysia. | Tel: +60327326992|Mobile: +601 8909 0379 | Fax: +60327326992
Website: http://www.asiamasters.org/ | Email: info@asia-masters.com