

FINANCIAL ACCOUNTING COURSE-BASIC (Level 1)

Overview of the course:

The accounting course provides detailed practical knowledge as to how the books of accounts are maintained in corporate companies. Each and every company needs accountants to maintain the books of accounts and the job opportunities are huge.

For whom the course is?

- Those who want to actively be involved in all financial and accounting matters in their workplace.
- Those who are non-accounting graduate but want to have a grip on accounting.
- Employees in the non-accounting field who want to enter into the accounting profession.
- Fresh Graduates/ trying to enter into Job market/Trying to do some projects.

Outcome of the course: After the course, one will be able to:

- Understand accounting concepts & rules of Debit & Credit
- Understand the various types of transactions and how they are recorded in the books.
- Recognize the nature of accounts, like Real, Personal and Nominal Accounts
- Classification of the accounts under various heads, Understanding Chart of accounts.
- Prepare Trial Balance, normal Profit & Loss Ac, Balance Sheet

Important Course Outlines:

1-Introductory Topics, getting familiar with accounting and finance
2-Accounting Concepts, Types of Transactions, Basis of Accounting-CASH & ACCRUAL
3-Golden Rules of Accounting, Concepts of DEBIT & CREDIT
4-Accounting Cycle Voucher Types of Entries, passing entries, posting to ledgers, balancing the ledgers- Debit/Credit.
5-Preparing TRIAL BALANCE
6-Understanding Financial Statements -Purpose, users, formats, how to read financials, overall discussion
7-Income Statements and its Elements
Income Side: Incomes, Revenue, Other Income, Gains & Losses
COSG & Expenses Side: Cost of Goods Sold, Expenses Vs Cost, Losses, Depreciation and Amortization. Landed cost, cost per unit-trading and manufactured product, GP, Margin % and Mark up % Product cost vs period cost, standard costing, overhead cost, fixed and variable exps, recovery rate, allocation base and cost driver, purchase and sales cycle.
Chart of Accounts
Presentation and Disclosure
Year End Book closing process, Audit, preparing MIS
8-Balance Sheets - Assets (Long-Term and Short-term assets), Liabilities, Equity, Receivables, Payables, Inventories, their Measurement and Presentation.
9-Statement of Cash Flows (Indirect method and direct method-Basics)

10-Banking-Reconciliation, Types of Bank facilities, Simple Interest calculations

11-Break-Even and Payback period

12-Partners' capital account, current account, allocation of profit/loss

13-2 Case Studies with preparation of Profit and Loss and Balance Sheet

Outlines also can be modified to suit the specific requirements of the company/candidates.

Course Duration: Up to 18-20 hours

Class Timing:

- Let's fix it as per your convenience after meeting the trainer.
- Private class one to one also available.
- We also provide continuous classes to complete the full course in 2-3 days.

Materials: We provide materials & hand-outs

Certificate: We provide after the successful completion of the course, KHDA attestation at extra cost

Our Training Approach:

- Free Demo and consultation
- Trainer-CA, CMA, CPA – 20 years of experience
- Mock tests, Case studies with simulations
- Training in small batch for personalized attention
- Flexible timings

Trainer's Profile: CA, CPA, CMA, ACSI, DipIFR

Why Choose ELEGANT?

- Our training starts from Basic yet in detail.
- Cost effective yet best quality.
- Each course is run by certified & qualified subject matter experts.
- Flexible timings-evenings and weekends

Contact Us:

info@elegant-training.ae, Telephone: 04-399 7800, Call/WhatsApp: 054 749 5664

Other Financial Courses we provide training in:

CFA, CMA, CPA, IFRS, CISI, Advanced Excel, Power BI, VAT, Corporate Tax, Wealth Management, Finance for Non-Finance Managers.

Note: The contents of this brochure are general and not specific unless agreed with the candidates. This is not a quotation or invoice.