

ACCOUNTING FOR BEGINNERS



Accounting for Beginners is a comprehensive introduction designed for individuals who are new to accounting and want to gain foundational knowledge of key concepts and processes. This course covers everything from understanding basic financial statements to basis analysis of financial statements.

Course Outcome

- After completing this course, participants will be able to:
- Explain the purpose of key financial statements.
- Record and manage daily transactions using an accounting system.
- Perform basic year-end adjustments to ensure accurate financial reporting.
- Utilize suspense accounts to correct discrepancies.
- Classify and process inventory transactions effectively.
- Support financial reporting tasks in an entry-level role.

Course Content

1. Introduction to Accounting & Business Transactions
2. Accounting Equation & Double Entry
3. Sales & Purchases on Credit
4. Cash & Bank Transaction
5. Accounting for Inventory
6. Accounting for Non-Current Assets
7. Trial Balance and Preparation of Financial Statements
8. Basic financial statement analysis.

Who should attend

1. Account Executives
2. Finance Executives
3. Entry - Level Executives
4. Anyone looking into enhance their accounting knowledge.



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