

# ACCOUNTING FOR NON-ACCOUNTANTS

## COURSE SUMMARY

### OVERVIEW

The course introduces the role of accounting in supporting and informing all business decisions throughout the organization. It is designed for those who access, use, and rely upon accounting information but do not possess sufficient accounting know-hows. Discussions will include reasons for accounting, accounting process and important concepts, accounting systems and effective business control.

### DURATION

Two (2) days Online training running from 9:00 am to 1:00 pm

### OBJECTIVES

- To understand the accounting process and important concepts and accounting functions,
- understand how the information on business transactions and activities, input to the accounting system is used throughout the organization.

### LEARNING OUTCOMES

On completion of this course, participants will be able to:

- Explain and discuss the accounting process, key concepts and functions related to business
- Explain and discuss key types of accounting information that support effective business control

### TARGET GROUP

Non-Financial Managers, Heads of Departments, Accounts administrators and assistants, new accounting staff, Costing staff, Secretaries, Office administrators.

### TARGET INDUSTRY

All Industries

### PROGRAM METHODOLOGY

- Online Activities

### HRD CORP SCHEME

This course is HRD Corp claimable

### PROGRAM FEE

RM 371 per pax (inclusive of 6% SST)

### CERTIFICATION

e-Certificate of Attendance from UKM UNIPEQ (*full payment required*)

### PROGRAM CONTENT

- Essential Accounting Terms
- Bookkeeping Process
- Prepare Financial Statement and their importance
- Management Accounting
- Ratio Analysis
- Computerized Accounting System

## COURSE OUTLINE

### Day 1

Time	Content
8:30 am – 9:00 am	<i>Registration</i>
9:00 am – 10:30 am	<p><b>Essential Accounting Terms</b></p> <ul style="list-style-type: none"> <li>• Asset &amp; Liability</li> <li>• Debit &amp; Credit</li> <li>• Capital</li> <li>• Income &amp; Sales</li> </ul> <p><b>Bookkeeping Process</b></p> <ul style="list-style-type: none"> <li>• Journalizing</li> <li>• Posting &amp; Trial Balance</li> </ul>
10:30 am – 10:45 am	<i>Break</i>
10:45 am – 1:00 pm	<p><b>Financial Statement &amp; Their Importance</b></p> <ul style="list-style-type: none"> <li>• Income Statement</li> <li>• Balance Sheet</li> </ul> <p><b>Managerial Accounting</b></p> <ul style="list-style-type: none"> <li>• Costing &amp; Budgeting</li> <li>• Trend Analysis &amp; Forecasting</li> <li>• Financial Report</li> </ul>
1:00 pm	<i>End of Day 1</i>

## COURSE OUTLINE

### Day 2

Time	Content
9:00 am – 10:30 am	Day 1 Training Recap: <b>Managerial Accounting (Cont...)</b> <b>Ratio Analysis</b> <ul style="list-style-type: none"> <li>• Working Capital Ratio</li> <li>• Quick Ratio</li> <li>• Earnings per Share (EPS)</li> <li>• Price-Earnings (P/E) Ratio</li> <li>• Debt-Equity Ratio</li> <li>• Return on Equity (ROE)</li> </ul>
10:30 am – 10:45 am	<i>Break</i>
10:45 am – 1:00 pm	<b>Ratio Analysis (Cont...)</b> <b>Computerized Accounting System</b> <ul style="list-style-type: none"> <li>• 'Tools/Software' to manage Company Account</li> </ul>
1:00 pm	<i>Conclusion &amp; End of Training</i>