



# Accounting for Non Accountants

This course attempts to demystify the accounting function in business, commerce, management, government and enterprise. In simple to understand, practical language, the course takes the participant on a logical journey from the meaning of money to the details of financial statements and financial ratios. The course is a powerful tool that makes accounting more understandable and affords the participant the opportunity to communicate competently on accounting issues relevant to the business.

Topics covered include:

- Financial composition of firms
- Basics of accounting practice
- Balance sheet
- Profit and loss statement
- Cash flow statement
- Business forecasting
- Budget development and management
- Cost control
- Profit calculations
- Financial ratios
- Financial management
- Accounting systems and the manager
- Using accounting information for business managers
- Case studies

**Price: \$895 per person plus GST.**

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**For details or to enrol, please contact us on:**

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