



BOOKKEEPING AND BASIC ACCOUNTING FOR NON-ACCOUNTANTS

OVERVIEW

Businesses, organizations, and even government agencies from all walks of life need accounting and appreciate the importance of accounting. People within the company whether professionals or nonprofessionals want to understand how the business is performing and make decisions to achieve certain goals and objectives. For decisions to be effective, it must be guided by relevant and reliable information. That is where accounting comes to play – to provide people with very useful information in a summarized or detailed way to be used in decision-making. This seminar aims to educate primarily the business owners, managers, supervisors, and employees who do not have an accounting background or those who have less background of accounting concepts and principles. By having enough background, they become comfortable in performing their duties and responsibilities as well as becoming confident in understanding accounting-related records, documents, and reports primarily financial statements.

OBJECTIVES:

- To gain an understanding of basic accounting concepts and procedures in a simple and practical way
- To be able to learn and enjoy the actual applications of said concepts and procedures through practical exercises
- To be able to appreciate and know the importance of the accounting reports and information for a better decision making

WHO SHOULD PARTICIPATE:

The seminar is intended for everyone who wants to learn the following:

- Importance and uses of accounting
- Business transaction recording / Bookkeeping
- Accounting concepts and procedures
- Decision-making using accounting information

COURSE OUTLINE:

- I. Introduction
 - a. Kinds of Business Organizations
 - b. Definition of Accounting; Importance of Accounting
 - c. Users of Accounting Information
- II. Basic Accounting Concepts, Principles, and Terminologies
- III. Kinds and Elements of Financial Statements

- IV. Types of Accounts used in Recording Transactions
- V. Accounting Equation
- VI. Double Entry Bookkeeping System and the Rule of Debit and Credit
- VII. Types of Business Transactions and their Impact on the Accounting Equation
- VIII. Books of Accounts / Accounting Records
- IX. Accounting Cycle (From Journalizing to FS Preparation)
- X. Understanding Financial Statements and its Preparation
- XI. Decision-making using Financial Statements
- XII. Practical Exercises applying Accounting Concepts and Procedures
- XIII. Question and Answer

Note: Please bring a calculator.

SEMINAR FEE: Pay in full 5 days before the seminar and avail our early bird rate of **Php 4,800 per head (Regular rate: Php 5,800 per head)** which will comprise meals during the training, handouts and all necessary materials. We are also offering in-house training and seminars depending on the need of the companies.

TERMS ON PAYMENT:

- Pay in full 5 days before the seminar and avail our early bird rate .Payments on the day of the seminar must be on cash basis only.
- Payments made through Checks can only be made through company checks. Personal checks can be accepted provided that it is an advance payment.
- Walk in participants shall pay the regular rate either through cash or check provided that the check is under a BDO account and payable to iLearn professional Solutions Inc. and that the same was declared good.
- Senior /students and/or person with disability, is given a special privilege of 20% discount provided that payment be made any time before 5 days of the scheduled seminar. On site payment of the students and seniors shall be entitled of 10% discount.
- Upon payment, proof must be forwarded through email or fax to 4842342.
- Proof of payments (original deposit slip) shall be required for presentation on the day of the schedule.

CANCELLATIONS

- Cancellation 5 days before the scheduled seminar: FULL AMOUNT
- Cancellation 3 days before the scheduled seminar: 70% REFUND
- Cancellation at the scheduled seminar: ALL PAYMENTS SHALL BE FORFEITED

For further information, you may visit our website at www.ilearnph.com. You may also directly call us at 09395581888 or 09156406325 or through our office landline number 02-2557593 / 02-4841904 / 3704792. You may also visit our company office at #2563 LemeryStreet, Malate Manila. Or send us an email through admin@ilearnph.com

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