

Training  
Course

## **Fundamentals Of Accounting**

## Course Plan

### Introduction

Accounting is the language of business, essential for making informed financial decisions, ensuring regulatory compliance, and maintaining organizational transparency. The “Fundamentals of Accounting” course provides a comprehensive introduction to core accounting principles, practices, and tools. Participants will gain a strong foundation in understanding financial statements, recording transactions, and applying accounting concepts to real-world business situations. This course is ideal for anyone looking to build accounting knowledge for career growth or business success.

### Course Objectives:

- ✓ Understand the basic principles and concepts of accounting.
- ✓ Learn how to record, classify, and summarize financial transactions.
- ✓ Interpret and prepare key financial statements.
- ✓ Apply fundamental accounting techniques to real-world scenarios.
- ✓ Understand the accounting cycle and its components.
- ✓ Recognize the importance of internal controls and ethical practices in accounting.
- ✓ Build a solid foundation for advanced studies or professional accounting roles.

## Who Should Attend?

- New accounting and finance staff
- Business owners and entrepreneurs
- Students preparing for accounting careers
- Administrative and operational personnel involved in financial processes
- Professionals transitioning into finance-related roles
- Anyone seeking to understand basic accounting for personal or professional purposes

## Training Methods:

- ✓ Online Video material.
- ✓ Presentation.
- ✓ Live Interactive sessions.
- ✓ Course presenter will make extensive use of all tools that will be needed for the virtual environment.
- ✓ Questions & Answers

## Course Outline:

### Day One

- Introduction to Accounting and Its Importance
- Accounting Principles and Standards (GAAP and IFRS Overview)
- The Accounting Equation: Assets, Liabilities, and Equity
- Understanding Debits and Credits
- The Double-Entry Accounting System

### Day Two

- The Accounting Cycle: Step-by-Step Overview
- Recording Financial Transactions
- Journal Entries and General Ledger Management
- Preparing Trial Balances and Correcting Errors
- Introduction to Financial Statements: Overview and Purposes

### Day Three

- Income Statement: Structure and Analysis
- Balance Sheet: Components and Interpretation
- Cash Flow Statement: Understanding Cash Movements
- Adjusting Entries and the Accrual Basis of Accounting
- Depreciation and Amortization Basics

### Day Four

- Inventory Accounting Methods (FIFO, LIFO, Weighted Average)
- Accounts Receivable and Accounts Payable Management
- Bank Reconciliations and Cash Controls
- Introduction to Internal Controls and Fraud Prevention
- Payroll Accounting Basics

### Day Five

- Financial Ratios and Simple Financial Analysis
- Introduction to Managerial vs. Financial Accounting
- Ethics and Professionalism in Accounting
- Overview of Accounting Software (e.g., QuickBooks, SAP Basics)
- Preparing for Further Accounting Studies and Certifications

## Training Details

Course Duration	5 Days
Pre-Schedule	6 – 10 Oct 2025
Venue	Doha – AlMessila Luxury Collection
Training Fees Per Person	KWD 1600 ( One Thousand Six Hundred Only )
Course Fees Include	<ul style="list-style-type: none"> <li>✓ Tuition documentation</li> <li>✓ Curriculum and Training Handout</li> <li>✓ Five star Lunch</li> <li>✓ Completion Certificates</li> </ul>