



# YourOwn

YourOwn Institute of Training and Professional Development

## FINANCIAL & MANAGEMENT ACCOUNTING



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# 304, Al Safa-C Building, Next to Max Fashions, Burjuman Metro Station Exit 1,  
Khalid Bin Al Waleed Road, Bur Dubai - United Arab Emirates

# DESCRIPTION

Financial and Management Accounting is the systematic recording, analyzing, interpreting and presenting of financial information. Accounting may be done by one person in a small business, or by different teams in large organizations.

Accounting is the way a business keeps track of its operations. Accountants analyze the business

finances so the owner can make better decisions. This information is organized into reports that show the financial health of a business.

Accounting helps business owners meet their compliance obligations. It also helps them make smart decisions with their money.

## WHO NEEDS THIS COURSE?

Managers, supervisors and staff from any function including the accounting department who need to improve understanding, application and techniques of the language of numbers.

## COURSE OUTLINE

- |  |   |  |
|--|---|--|
| 1. Introduction to Accounting Principles   | 11 Cash books   | 21 Bad Debts and provision for doubtful debts                          |
| 2. Double entry for cash transactions  | 12 Petty cash and the imprest system                            | 22 Accruals prepayments and other adjustments for financial statements |
| 3. Double Entry for Credit Transactions  | 13 Bank reconciliation statements                               | 23 Incomplete Records  |
| 4. Balancing of accounts and preparation of a Trial Balance                          | 14 The Journal  | 24 Accounting for non-profit making organizations                      |
| 5. Value Added Tax   | 15 Sales ledger & Purchase ledger control accounts              | 25 Manufacturing accounts  |
| 6. Business Documentation  | 16 Trading account and profit and loss account of a sole trader | 26 Partnership accounts  |
| 7. Capital and revenue expenditure   | 17 The Balance Sheet  | 27 Limited company accounts  |
| 8. Books of original entry & ledgers – Sales day book and sales ledger including VAT | 18 Financial statements other considerations                    | 28 Analysis accounts   |
| 9. Purchase day book and purchase ledger including VAT                               | 19 The concept of depreciation of fixed assets                  | 29 Computers and accounting systems                                    |
|  | 20 Double entry for depreciation and disposal of a fixed asset  |  |

## LEARNING OUTCOME:

**Candidates will be able to put accounting skills to work.** Whether you are starting your own business or supplementing your understanding of accounting, this business course will help you understand accounting basics and give you meaningful financial tools to understand business.

Understanding the four basic financial statements, Income Statement, Balance Sheet, Statement of Retained Earnings, and Statement of Cash Flows, is key to evaluating companies for your investment

decisions. But this business course goes beyond just understanding these financial statements. Business Accounting Basics takes you through the building blocks and accounting cycles that create each statement. In addition, this course will give you the basic tools to project profitability and break your costs down to help analyze any company. In fact, almost all larger companies incorporate various forms of business accounting into the decision-making cycle of their business model.

# WHY YourOwn?

- Online and on-site classes
- Writers, columnists and poets are Trainers
- 12 hrs. of structured sessions which covers all the contents
- Project based training
- Free webinars/seminars/workshops
- Free career Counselling
- Free Interview technique classes and CV writing Tips
- Free demo classes
- Flexible schedule and payment plan
- Approved certificate from KHDA

## ABOUT US

YourOwn Institute of Training & Professional Development is established in May 2021 with the approval from DED & KHDA-Dubai.

A set of experienced Educational Experts, world class Trainers and Professional consultants who know the need and pulse of the working force, are behind this venture. This Institute is developed after doing immense market survey from the working force and the Corporates. We collected feedback from them and realised what they want exactly to upgrade in their professional career.

As the name suggests it is 'YourOwn Institute'. We are committed 100% Customer happiness. Excellent consultation, career counselling based on TNA and world class training are our highlight.

We at YOI, offer you a wide range of Professional courses. Whichever field you are working, we have a course for your Professional Development. We provide a complete exam preparation for Professional courses like ACCA, CIMA, CMA, CPA, CIA, CFE, CAMS, IATA courses, international HR Certifications, PMP, Six Sigma, NCMA programs and many more. Besides these, we have KHDA certificate programs on Airline and travels,

Accounting and finance, Engineering, IT, Languages, Logistic and Supply chain and courses related to Management. All these courses are approved globally and attracts employment opportunities from Multinational companies.

We at YourOwn Institute also provides excellent coaching and training for the Corporates. We have a team of Professionals who can tailor made and customize the programs for you in a very affordable budget and we guarantee your satisfaction as an end result. We also offer you one day and two-day workshops to upgrade the skills of your employees.

We are offering both Online and on-site classes. We are open to conduct the classes at our premises, your company premises, Hotels or any venue according to your convenience. We guarantee on quality and satisfaction on every situation.

Please walk-in to our office and feel the difference in customer service and get your dream course and Certifications.

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