

Fundamentals of Accounting

Course Objectives:

By the end of the course, participants will be able to:

- Understand the language and logic of accounting.
- Record transactions and prepare simple financial statements.
- Interpret accounting reports to support business decisions.
- Recognize the role of accounting in organizational success.

Course Outline:

Module 1: Introduction to Accounting

- Definition and purpose of accounting.
- Users of accounting information (internal vs. external).
- Key accounting concepts and principles (GAAP/IFRS overview).
- The accounting cycle explained.
- Double-entry bookkeeping basics (debits & credits).

Module 2: Recording Business Transactions

- Types of business transactions (cash, credit, accruals).
- Journals and ledgers.
- Chart of accounts.
- Trial balance preparation.
- Common errors and corrections in bookkeeping.

Module 3: Preparing Financial Statements

- Structure of the Income Statement (P&L).
- Structure of the Balance Sheet.
- Structure of the Cash Flow Statement.
- Relationship between the three financial statements.
- Practical examples of statement preparation.

Module 4: Key Accounting Practices

- Accruals and prepayments.
- Depreciation methods (straight-line, reducing balance).
- Inventory valuation methods (FIFO, LIFO, Weighted Average).
- Adjusting entries and closing entries.
- Introduction to accounting software tools.

Module 5: Financial Analysis and Decision Making

- Basic financial ratios (liquidity, profitability, efficiency, solvency).
- Interpreting financial statements for decision-making.
- Budgeting basics and variance analysis.
- Ethical considerations in accounting.
- Case studies: applying accounting fundamentals in real business scenarios.

Location	Cairo
Start Date	23 Nov 2025
End Date	27 Nov 2025