

# Accounting and Finance for non-Accountants

## Module 1: Introduction to Accounting and Finance

- Introduction to accounting and finance
- Key concepts and terminology
- The accounting equation and the need for financial control
- Uses and users of financial information
- Financial reporting supply chain and types of business entity

## Module 2: The Reporting Process

- The accounting process
- From business transactions to trial balance
- From trial balance to financial statements

## Module 3: Income, Expenses, Assets, Liabilities and Equity

- Income and expenses
- Tangible and intangible assets
- Current assets
- Non-current assets, depreciation/amortisation, useful life, residual value
- Liabilities and ownership interest



## **Module 4: Accruals and Prepayments**

- Accounting treatment of accruals and prepayments
- Reversing accruals and prepayments
- Accrued income and deferred income

### ***Case Study 1:***

- Mini case studies about the topics covered in Modules 1 to 4

## **Module 5: Financial Statements**

- Components of financial statements
- Considerations and compliance requirements in preparing financial statements
- Structure and content of financial statements
- Notes to the financial statements
- Overview of consolidated financial statements

## **Module 6: Cash Flows**

- Cash and cash equivalents
- Presenting a statement of cash flows
- The two formats for the presentation of cash flows from operating activities
- Cash flows from investing activities
- Cash flows from financing activities



## Module 7: Interpreting Financial Statements

- Introduction and purpose of ratio analysis
- Categories of ratios/interpretation of key ratios
- Limitations of ratios for interpreting financial information

## Module 8: Applying Accounting Techniques for Decision-Making

- Break-even and contribution analysis
- Capital investment appraisal decisions
- Time value of money; discounting cash flows; discount rate

### Case Study 2:

- Mini case studies about the topics covered in Modules 5 to 8

