



Consulting and Training | Reach New Heights

Course Name

Accounting for Non-Accounts - Entry Level

Sector Name

Finance, Accounting and Banking

Document Type

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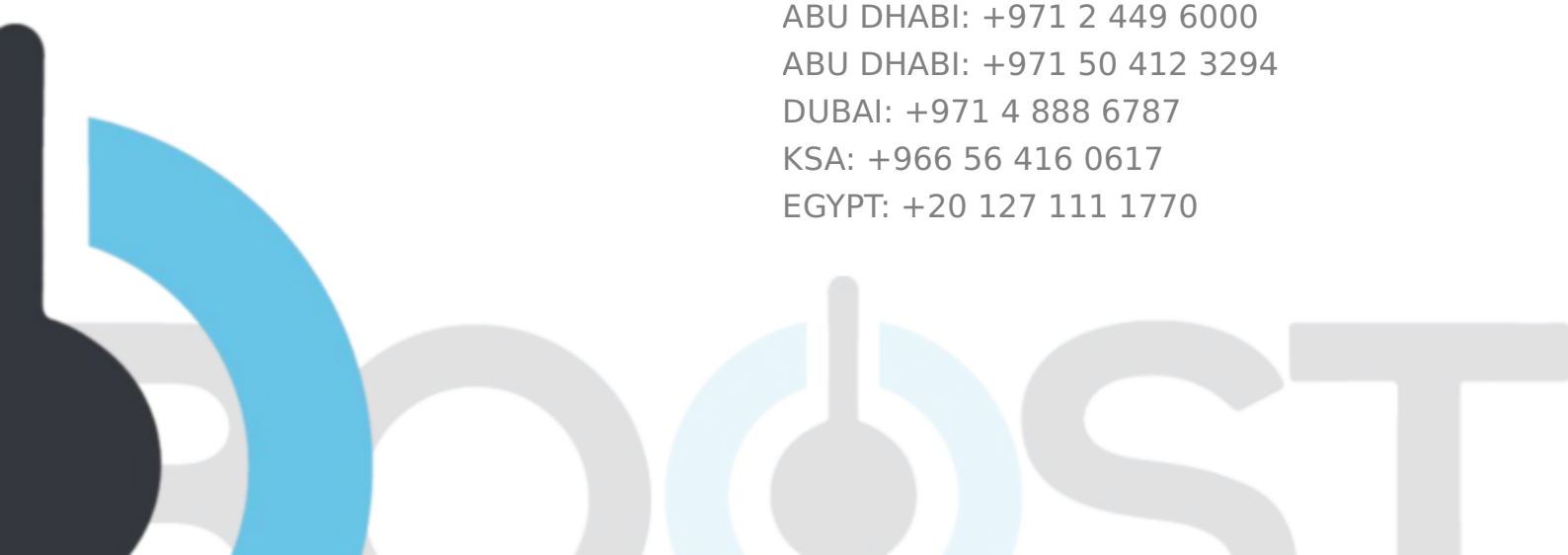
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Course Introduction

Accounting is often perceived as complex and technical; however, for non-accounting professionals, understanding basic accounting concepts is essential for effective decision-making, communication with finance teams, and overall business awareness.

Developed by **Boost**, this course is designed specifically for non-accountants who need a clear and practical understanding of accounting fundamentals without diving into complex technical details. The program focuses on explaining accounting concepts in a simple, logical, and business-oriented way, enabling participants to understand financial information rather than prepare it.

Boost's Accounting for Non-Accounts – Entry Level course helps participants build financial awareness, understand how transactions affect financial results, and confidently interpret basic accounting information used in everyday business operations.

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Target Audience

- ✓ Non-finance and non-accounting professionals
- ✓ Managers, supervisors, and team leaders
- ✓ HR, operations, sales, and administrative staff
- ✓ Professionals who deal with budgets, costs, or financial reports
- ✓ Anyone seeking basic accounting understanding without technical depth

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Learning Objectives

- ✓ Understand the purpose and role of accounting in business
- ✓ Recognize basic accounting terms and concepts
- ✓ Understand how business transactions are recorded
- ✓ Read and interpret basic financial information
- ✓ Understand the relationship between income, expenses, assets, and liabilities
- ✓ Communicate more effectively with finance and accounting teams

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Course Outline

✓ DAY 01

Understanding Accounting in Business

Module 1: What Accounting Really Is

- ✓ Why accounting exists
- ✓ Accounting as a tool for understanding business performance
- ✓ Difference between accounting and finance

Module 2: Key Accounting Concepts

- ✓ Revenue, expenses, profit, and loss
- ✓ Assets and liabilities explained simply
- ✓ The concept of financial position

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Course Outline

✓ Day 02

How Business Transactions Are Recorded

Module 3: Understanding Transactions

- ✓ What is a business transaction
- ✓ Cash vs. non-cash transactions
- ✓ How daily activities affect financial results

Module 4: Basic Accounting Logic

- ✓ Debit and credit explained conceptually (not technically)
- ✓ How transactions impact accounts
- ✓ Understanding increases and decreases

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Course Outline

✓ Day 03

Understanding Financial Statements

Module 5: Overview of Financial Statements

- ✓ Purpose of financial statements
- ✓ How statements reflect business activity
- ✓ Relationship between different statements

Module 6: Income and Expense Understanding

- ✓ How income and expenses are reported
- ✓ Understanding profitability at a basic level
- ✓ Reading simple income figures

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✓ Day 04

Assets, Liabilities, and Financial Position

Module 7: Understanding Assets and Liabilities

- ✓ What the business owns and owes
- ✓ Short-term vs. long-term items
- ✓ Why financial position matters

Module 8: Understanding the Balance Concept

- ✓ How assets and liabilities are balanced
- ✓ What financial stability means
- ✓ Simple interpretation of financial position

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✓ Day 05

Using Accounting Information in Business Decisions

Module 9: Interpreting Financial Information

- ✓ Reading basic financial information
- ✓ Identifying financial strengths and weaknesses
- ✓ Understanding financial trends at a high level

Module 10: Accounting Awareness for Non-Accountants

- ✓ Using accounting knowledge in daily work
- ✓ Asking the right financial questions
- ✓ Building confidence in financial discussions

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
Jan. 18, 2027	Jan. 22, 2027	5 days	2150.00 \$	Virtual , Online
May 10, 2027	May 14, 2027	5 days	4250.00 \$	UAE , Abu Dhabi
Aug. 9, 2027	Aug. 13, 2027	5 days	4950.00 \$	England , London
Nov. 1, 2026	Nov. 5, 2026	5 days	4250.00 \$	Qatar , Doha

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