



The purpose of accounting is to provide a means of recording, reporting, summarizing, and interpreting economic data. In order to do this, an accounting system must be designed. A system design serves the needs of users of accounting information. Some of the basic accounting terms that you will learn include revenues, expenses, assets, liabilities, income statement, balance sheet, and statement of cash flows. This course will be applied through accounting software installed in our labs approved by the Ministry of Finance. It will be also applied on real company files.

#### **General Accounting Course Includes:**

- 1) Introduction to Accounting Basics
- 2) Income Statement
- 3) How to set up a list of accounts
- 4) Balance Sheet – Assets
- 5) Balance Sheet-Liabilities
- 6) Stock Management
- 7) Invoicing Purchases
- 8) How to prepare restrictions salaries and wages
- 9) Statement of Cash Flows, Double Entry System
- 10) Income Tax Law VAT and its practices

#### **Course Details:**

Duration: 3 months

Classes: Flexible Time (Morning & Evening)

Certificate: **Approved by the Ministry of Education and Higher Education-Directorate of Vocational and Technical Education Department**