

## **Accounting and Finance for Non Finance**

What is accounting?

What is the difference between financial accounting and management accounting? What is the full disclosure principle?

### **Introduction**

It is essential that you use the language of finance and accounting effectively. A good grasp of key finance and accounting concepts is also often seen as essential for career progression. Using lectures, worked examples, and class discussions drawn from real-life business experiences, this programme introduces the language of accounting and finance to be implemented in daily life. This programme gives you a thorough, fundamental overview of finance and accounting, which you need to manage and discuss the accounting information to make decisions in the financial aspect.

### **Program Objectives**

This program aims to:

- Learn the fundamentals of accounting
- Understand the roles of accounting in business and
- Introduction of five components of financial statement
- Introduction of financial ratio and the secret behind the numbers.

### **Learning Outcomes**

After completing this program, participants should be able to:

- Understand and differentiate between accounting and book-keeping.
- Understand the roles of accounting in business and implement it in daily life.
- Elaborate the importance of financial information to external and internal users
- Apply the financial ratio in financial decision making

### **Who should attend?**

- Individual with less or no financial training and experience
- Those moving into financial management roles
- Those wishing to refresh their financial acumen
- Those who need to better understand the language of finance and accounting to progress further.

## Methodology

Case studies, forum discussion, role-play, presentations, gamification

## Program Outline

Time	Day One
9.00am–10.30am	<b>Fundamental of Accounting and Finance</b> Understanding the fundamentals of accounting and finance terms. In this module, the participant will learn the definition of accounting, five components of financial statements and the examples.
10.30am-11.00am	<b>Break and Networking</b>
11.00am-1.00pm	<b>The Roles of Accounting in Business and Five Components of Financial Statement</b> Every successful business starts with a good financial reporting. This session will focus on the importance of record keeping and to produce the financial statements. The participant will learn how to produce financial statement ie balance sheet and income statement with the element/component given.
1.00pm-2.00pm	<b>Lunch Break and Networking</b>
2.00pm-3.30pm	<b>Introduction of Financial Ratio and The Secret Behind the Numbers.</b> In order to sustain and grow in the business, accurate decision making will play an important role. Financial statement ratio is one of the important tools to analyse the performance of the company. It can be use to identify the strength or weaknesses of the past performance of the financial status. Participants were involved in calculating the ratio and measure the performance of the given company.
3.30pm-4.00pm	<b>Break and Networking</b>
4.00pm-5.00pm.	<b>Decision making based on the calculated ratio</b> The participant will learn how to make financial decisions based on the financial ratio analysis.