

UTS:SHORT COURSES

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Accounting for Non-Accountants

AN INTENSIVE COURSE IN PRACTICAL ACCOUNTING

Financial reports are an increasingly invaluable tool for businesses. More than just a summary of statistics, financial statements provide an instrument to analyse business operations by its financial performance.

Accounting for Non-Accountants focuses on basic accounting concepts and processes. By establishing a foundation of knowledge of the accounting process, participants will be better armed to make informed management decisions.

This one-day course aims to facilitate participant knowledge and skills to:

- Understand accounting terminology
- Understand accounting processes and practices used to measure and record business transactions
- Understand the process of preparing financial statements
- Analyse and interpret financial statements
- Identify ways of using financial statements to acquire an insight into improving business operations.

Program

Topics covered will include:

- What is accounting and how does it support business operations
- Accounting terminology
- Transaction processing cycles and core business operations
- Reporting operating/recurring and non-operating/non-recurring business transactions and what they mean
- Preparing income statements, balance sheets and cash flow statements
- Reading and interpreting balance sheets to pinpoint business strengths and weaknesses
- Using income and cash flow statements to study operating performance.

Further Information

Enrolment enquiry

Tel: 02 9514 2912

Email: shortcourses@uts.edu.au

Course content enquiry

Tel: 02 9514 3504

Email: executive.development@uts.edu.au

Who Will Benefit?

This program is particularly useful for:

- Managers of larger organisations who want a good understanding of financial reports and the ability to utilise this information productively
- Small to medium business owners who want more involvement with their company finances, enabling closer monitoring and control of its financial performance
- Bookkeepers or accounts clerks who want a greater appreciation of accounting terminology and processes
- Professionals who are working in, or wish to work in general management and are required to use and understand financial reports.

This training course may contribute to your CPD (Continuing Professional Development) requirements.

Gregory Pazmandy *BBus MBus CPA*

Greg Pazmandy is a senior lecturer in the area of business analysis and computer-based accounting at UTS.

Involved in accounting education at the tertiary level for over 27 years, Greg has extensive consulting experience in developing efficient business practices, particularly for small to medium sized businesses. He has previously worked in the accounting profession with a chartered firm.

Course Details

2012 Dates

Duration

1 day (9am-5pm)

Price

\$850 (GST-free)

Discounts

15% for 3+ enrolments
10% for UTS Alumni
50% University student*
(refer enrolment form)

Presenter

Greg Pazmandy

Location

City/Haymarket
Campus

Max. Enrolments

25

Entry Requirements

None