

Extensive Accounting Training

SYLLABUS



Objective

To acquire a thorough understanding of components associated with financial statements, including the principles and procedures of accounting, as well as the application of these concepts to various practical scenarios.

 Approximately – 66 working days  Total Hours – 396 hrs.

Learning Aims

The syllabus aims to give the student's ability to :

- Gain a comprehensive understanding and provide a clear explanation of the conceptual framework of accounting
- Preparation of financials statements Accounts for companies
- Taxation (VAT and Corporate)

Section A :

Fundamentals of Financial Accounting

Basic Accounting Fundamentals :

- Accounting Principles, Concepts and Journal entries
- Capital and Revenue transactions – capital and revenue expenditures, capital and revenue receipts
- Double entry system, Books of prime entry, Subsidiary Books, Cash Book
- Journal, Ledger, Trial Balance
- Bank Reconciliation Statement
- Depreciation – Methods (Straight Line and Written Down Value)

Section B :

Preparation of financial Statements

- Basics for preparation of financials. Profit and loss statement, balance sheet, cash-flow statements, equity change statement
- Ageing analysis

Section C :

Computation of Depreciation, Gratuity, Prepaid Expenses

- Calculation of Depreciation using Written Down Value and Straight Line Method
- Determining gratuity in various situations requires a comprehensive understanding of applicable guidelines and regulations
- Calculations and management of prepaid expenses

Section D :

Introduction and application of International Financial Reporting Standards (IFRS)

- A comprehensive analysis of IFRS standards, emphasizing their application in the preparation of financial statements

The following IFRS are to be covered:

- IAS 1 Presentation of Financial Statements
- IAS 2 Inventories
- IAS 7 Statement of Cash Flows

- IAS 8 Accounting Policies, Changes in Accounting Estimates and Errors
- IAS 10 Events after the Reporting Period
- IAS 12 Income Taxes
- IAS 16 Property, Plant and Equipment
- IAS 21 The Effect of Changes in Foreign Exchange Rates
- IAS 24 Related Party Disclosure
- IAS 26 Accounting and Reporting by Retirement Benefit Plans
- IAS 33 Earnings Per Share
- IAS 37 Provisions, Contingent Liabilities and Contingent Assets
- IFRS 10 Consolidated Financial Statements
- IFRS 15 Revenue From Contracts with Customers

Section E :

Taxation (VAT and Corporate)

- Explore the fundamental principles and calculations associated with UAE taxation, including both Value Added Tax (VAT) and corporate tax, along with their application

Section F :

Tally & other accounting software

- Accounting Voucher Entry : Recording accounting transactions in Tally
- Inventory Voucher Entry : Recording inventory transactions in Tally
- Bank Reconciliation : Understanding and performing bank reconciliations
- Data Extraction from Tally : Learning how to extract data from Tally for reporting and analysis

Topic	Theory	Practical	Total
Section A : Fundamentals of Financial Accounting			30hrs
• Accounting Principles, Concepts and Journal entries	4	3	7
• Capital and Revenue transactions – capital and revenue expenditures, capital and revenue receipts	1	1	2
• Double entry system, Books of prime entry, Subsidiary Books, Cash Book	4	3	7
• Journal, Ledger, Trial Balance	3	3	6
• Bank Reconciliation Statement	3	2	5
• Depreciation – Methods (Straight Line and Written Down Value)	2	1	3
Section B : Preparation of financial Statements			30hrs
• Basics for preparation of financials – Profit and loss statement, balance sheet, cash-flow statements, equity change statement	10	14	24
• Ageing analysis	3	3	6
Section C : Computation of Depreciation, Gratuity, Prepaid Expenses			12hrs
• Calculation of Depreciation using Written Down Value and Straight Line Method	2	3	5
• Determining gratuity in various situations requires a comprehensive understanding of applicable guidelines and regulations	2	3	5
• Determining gratuity in various situations requires a comprehensive Calculations and management of prepaid expenses	1	1	2
Section D : Introduction and application of International Financial Reporting Standards (IFRS)			30hrs
• A comprehensive analysis of IFRS standards, emphasizing their application in the preparation of financial statements	18	12	30
Section E : Taxation (VAT and Corporate)			30hrs
• VAT	4	6	10
• Corporate	12	8	20
Section F : Tally & other accounting software	10	20	30hrs
Grand Total			162hrs