

Dear Valued Client,

Greetings from Business Maker Academy, Inc.----a training center for business, finance, human resources & leadership that has served more than 150,000 clients since 2003 and is an accredited learning institution of the Civil Service Commission (CSC) & PHILGEPS.

You are cordially invited you to attend our training program on:

ACCOUNTING FOR NON-ACCOUNTANTS

Date: _____

Time: _____

Attached below are the Registration Form & the Course Brochure. We look forward to a fun and rewarding learning experience with you. Feel free to contact us for any questions or clarifications.

Thank you very much,
BMA Management

REGISTRATION FORM

Please submit via: Email to info@businessmaker-academy.com | Viber: (0912) 2231826

Booking Officer Name: _____
Position: _____
Company: _____
Company TIN: _____
Industry: _____
Tel No: _____
Cel No: _____
Email Address: _____

Total Number Attendee(s) for Enrollment: _____
Note: Please indicate full name below:

Attendee 1: _____
Cel No: _____
Email Address: _____

Attendee 2: _____
Cel No: _____
Email Address: _____

Attendee 3: _____
Cel No: _____
Email Address: _____

Attendee 4: _____
Cel No: _____
Email Address: _____

Attendee 5: _____
Cel No: _____
Email Address: _____

(More than 5 participants, pls attach extra sheet)

Would you like to request for billing statement? ☐ Yes ☐ No

How did you find us? _____

Use Promo Code: _____

ENROLLMENT DETAILS

SCHEDULE:

- Pls visit <https://businessmaker-academy.com/training-schedule/>

WEBINAR:

- Duration: 2 sessions x 4 hrs.
- Time: AM Sched: 8:30am to 12:30pm
PM Sched: 1:30 to 5:30 pm
- Venue: Zoom

SEMINAR:

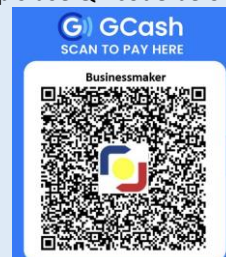
- Duration: 2 days x 8 hrs
- Time: 9am to 5pm
- Venue: 1503A West Tower, Tektite Bldg, Exchange Rd., Ortigas Center, Pasig City Philippines

TRAINING FEE:

- Webinar Fee = Php 4500+VAT
- Seminar Fee = Php 8500+VAT

MODE OF PAYMENT:

- ☐ Bank Deposit:
Account: Business Maker Academy, Inc.
BPI SA# 4013-0306-64
BDO SA# 000-280-622-422
Landbank CA# 3732114830
- ☐ Paypal: pls contact us
- ☐ Dragonpay: pls contact us
- ☐ Gcash: pls use QR code below



BUSINESSMAKER ACADEMY & HR CLUB PHILIPPINES

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www.businessmaker-academy.com ▪ www.hrclubphilippines.com

ACCOUNTING FOR NON-ACCOUNTANTS



WEBINAR | SEMINAR
www.businessmaker-academy.com

ACCOUNTING FOR NON-ACCOUNTANTS

“Accounting Made Easy: Learn the Basics of Accounting & Its Practical Application for Your Organization”

Seminar: 2 days x 8 hrs. (total of 16 hrs)

Webinar: 2 sessions x 4 hrs. (total of 8 hrs)

COURSE DESCRIPTION:

Reading a financial report and knowing well its nature and limitations can help us identify and understand existing operational problems in an organization that may need immediate action. This intensive 2-day seminar arms you with the know-how to read and interpret financial statements. It will help you understand basic accounting terms and see the significance of business transactions that affect profitability.

WHO SHOULD ATTEND:

Business Owners and Entrepreneurs, General Managers, Branch Managers, Department Heads, Managers of Non-Profit Organizations and any business practitioner seeking to understand business finance and use it for better business decisions.

PERFORMANCE OBJECTIVES:

Upon completion of this workshop, participants should be able to demonstrate general knowledge of accounting. Participants will be able to read, understand financial statements and apply the knowledge for better business decisions.

LEARNING OBJECTIVES:

By the end of this course, the participants shall be able to:

- Comprehend basic concepts of accounting
- Distinguish accounting process and practices
- Examine and evaluate various business documents, books of accounts, journals, and ledgers
- Identify the parts and interpret the types of financial statements
- Recognize the relevance of the financial statements in managing a business organization

COURSE TOPIC HIGHLIGHTS:

1. Definition & Objectives of Internal Audit
2. The Use of Financial Statements for Management Control
3. Different Users of Financial Statements
4. Classic & Modern Definition of Accounting
5. Accounting Information System
6. Underlying Accounting Assumptions
7. Qualitative Characteristics of Financial Statements
8. Basic Types of Financial Statements
9. Balance Sheet
10. Income Statement
11. Cash Flow Statement
12. Interpreting Financial Statements
13. Interrelationship Between Financial Statements
14. Ratios for Financial Statement Analysis
15. Liquidity Analysis
16. Profitability Analysis
17. Activity Analysis
18. Capital Structure Analysis

TRAINING INCLUSIONS:

- Live Webinars are conducted via Zoom and includes eCertificate of Completion. Printed Certificates may be requested with minimal processing fee of Php100 plus shipping fee.
- Live Seminars are conducted at BMA Training Center and includes: Certificate of Completion, Seminar Kit, Meals and Drinks. Plus: non-transferable one-time refresher seminar session within one year.

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