



Finance & Accounting

Accounting Fundamentals for Non-Accountants

أساسيات المحاسبة لغير المحاسبين

Duration

5 or 10 days

Language

English or Arabic

Formats

Classroom, online, in-house

Hours

35 / 70

Overview

Accounting Fundamentals for Non-Accountants is part of the Finance & Accounting track at Garnet Global Training Center. Sharper reporting, analysis and control for finance teams and the managers who rely on them. The course is taught in English or Arabic as a 5-day or 10-day program, in classrooms in cities such as Dubai, Riyadh, Cairo, London and Istanbul, or live online, and it can be delivered in-house with examples and exercises built around your own operations.

What you will be able to do

- Explain the principles, terminology and standards that govern Accounting Fundamentals for Non-Accountants.
- Apply proven methods and tools to real situations from your own workplace.
- Analyse performance gaps, risks and root causes, and choose the right response.
- Measure results with practical indicators and report them clearly to management.
- Leave with a personal action plan you can start using the following week.

Who should attend

Accountants, financial analysts, auditors, controllers and budget holders.

Key topics

- Financial statements and standards
- Internal control and governance
- Analysis ratios and valuation
- Excel modelling and dashboards
- Budgeting and variance analysis
- Regional regulation and tax updates

Formats and fees

5-day classroom	USD 4,750
5-day online	USD 2,950
10-day classroom	USD 8,950
10-day online	USD 5,450
In-house	Quotation per group

Fees per participant, excluding VAT.

Register or ask

WhatsApp: +971 56 674 7382

Email: info@garnettrainings.com

Training: training@garnettrainings.com

Web: www.garnettrainings.com

Sharjah Publishing City Free Zone,
Sharjah, UAE

Certificate

Participants who attend at least 90% of sessions and complete the final assessment receive a certificate of completion stating 35 contact hours (5-day) or 70 contact hours (10-day).

5-day outline

Day 1 Foundations of Accounting Fundamentals for Non-Accountants

- Scope, terminology and governing standards
- Financial statements and standards

Day 2 Methods and tools

- Analysis ratios and valuation
- Budgeting and variance analysis

Day 3 Application and case studies

- Internal control and governance
- Regional regulation and tax updates

Day 4 Performance, risk and compliance

- Excel modelling and dashboards
- Measurement and reporting

Day 5 Workshop, assessment and action plan

- Hands-on workshop on a workplace challenge
- Final assessment and personal action plan

10-day outline

Day 1 Foundations of Accounting Fundamentals for Non-Accountants

- Scope, terminology and governing standards
- Financial statements and standards

Day 2 Methods and tools

- Analysis ratios and valuation
- Budgeting and variance analysis

Day 3 Application and case studies

- Internal control and governance
- Regional regulation and tax updates

Day 4 Performance, risk and compliance

- Excel modelling and dashboards
- Measurement and reporting

Day 5 Workshop, assessment and action plan

- Hands-on workshop on a workplace challenge
- Final assessment and personal action plan

Day 6 Advanced techniques and specialist practice

- Complex cases in depth
- Common mistakes and how to avoid them

Day 7 Digital tools, data and automation

- Analysis tools and software
- Using AI in this field

Day 8 Benchmarking against international practice

- Global performance benchmarks
- International case studies

Day 9 Capstone project

- Analyse a real challenge from your organisation
- Build the solution and implementation plan

Day 10 Presentations, final assessment and certificates

- Project presentations and review
- Final exam and certificate award

Schedule 2027–2030

Dates	Format	City	Language	Fee (USD)
18–29 Jan 2027	10-day online	Live online	English	5,450
8–12 Feb 2027	5-day classroom	Dubai	English	4,750
7–18 Jun 2027	10-day classroom	Abu Dhabi	English	8,950
19–23 Jul 2027	5-day online	Live online	English	2,950
13–17 Sep 2027	5-day classroom	London	English	4,750
17–21 Jan 2028	5-day online	Live online	Arabic	2,950
17–28 Jul 2028	10-day classroom	Kuala Lumpur	English	8,950
4–15 Sep 2028	10-day online	Live online	Arabic	5,450
2–6 Oct 2028	5-day classroom	Istanbul	English	4,750

Dates	Format	City	Language	Fee (USD)
10–14 Dec 2028	5-day classroom	Jeddah	Arabic	4,750
15–26 Jan 2029	10-day online	Live online	English	5,450
21–25 May 2029	5-day online	Live online	English	2,950
10–14 Jun 2029	5-day classroom	Jeddah	Arabic	4,750
13–24 Aug 2029	10-day classroom	Dubai	Arabic	8,950
12–16 Nov 2029	5-day classroom	Singapore	English	4,750
7–18 Jan 2030	10-day online	Live online	English	5,450
6–17 May 2030	10-day classroom	Istanbul	English	8,950
16–20 Jun 2030	5-day classroom	Amman	Arabic	4,750
7–11 Jul 2030	5-day classroom	Riyadh	Arabic	4,750
7–11 Oct 2030	5-day online	Live online	Arabic	2,950

Customised and in-house versions of this course are available on request. www.garnettrainings.com/en/customise/