Garnet
Garnet Global Training Center

GGT-FA-114

Finance & Accounting

Accounting Fundamentals for Non-Accountants

أساسيات المحاسبة لغير المحاسبين

Duration	Language	Formats	Hours	Level
5 or 10 days	**English or Arabic**	**Classroom, online, in-house**	**35 / 70**	**Foundation**

Overview

This course builds a solid base in Accounting Fundamentals for Non-Accountants, starting from first principles and moving quickly to the everyday tasks participants meet at work. Sharper reporting, analysis and control for finance teams and the managers who rely on them. Choose 5 or 10 days, classroom or live online, English or Arabic; organisations can also run it in-house and adapt the examples to their own work.

What you will be able to do

- Explain the key concepts, terms and standards of Accounting Fundamentals for Non-Accountants.
- Carry out basic tasks correctly using simple checklists and tools.
- Read and use the documents, forms and data common in this field.
- Know when to escalate and who to involve.
- Communicate confidently with specialists and colleagues.

Who should attend

Accountants, financial analysts, auditors, controllers and budget holders. No prior experience is required; it also suits new hires, graduates and staff moving into this field.

Key topics

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

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Email: info@garnettrainings.com

Training: training@garnettrainings.com

Web: 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 Introduction to Accounting Fundamentals for Non-Accountants

- Analysis ratios and valuation
- Group discussion and peer review

Day 2 Core concepts and terminology

- Budgeting and variance analysis
- Internal control and governance

Day 3 Basic methods and tools

- Excel modelling and dashboards
- Measurement and reporting

Day 4 Working safely and correctly

- Regional regulation and tax updates
- Hands-on workshop on a workplace challenge

Day 5 Practical exercises and review

- Financial statements and standards
- Common mistakes and how to avoid them

10-day outline

Day 1 Introduction to Accounting Fundamentals for Non-Accountants

- Analysis ratios and valuation
- Group discussion and peer review

Day 2 Core concepts and terminology

- Budgeting and variance analysis
- Internal control and governance

Day 3 Basic methods and tools

- Excel modelling and dashboards
- Measurement and reporting

Day 4 Working safely and correctly

- Regional regulation and tax updates
- Hands-on workshop on a workplace challenge

Day 5 Practical exercises and review

- Financial statements and standards
- Common mistakes and how to avoid them

Day 6 Advanced techniques and specialist practice

- Complex cases in depth
- Regional and international case studies

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
- Checklists and templates to take away

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)
1–5 Feb 2027	5-day classroom	London	English	4,750
20 Jun – 1 Jul 2027	10-day classroom	Manama	English	8,950
5–9 Jul 2027	5-day online	Live online	English	2,950
13–17 Sep 2027	5-day classroom	Dubai	English	4,750
17–28 Jan 2028	10-day online	Live online	Arabic	5,450
17–28 Jul 2028	10-day classroom	Kuala Lumpur	English	8,950
16–20 Oct 2028	5-day classroom	Casablanca	Arabic	4,750
11–15 Dec 2028	5-day classroom	Abu Dhabi	Arabic	4,750
21–25 May 2029	5-day online	Live online	English	2,950

Dates	Format	City	Language	Fee (USD)
10–14 Jun 2029	5-day classroom	Doha	Arabic	4,750
19–30 Aug 2029	10-day classroom	Riyadh	English	8,950
12–16 Nov 2029	5-day classroom	Dubai	Arabic	4,750
6–17 May 2030	10-day classroom	Istanbul	English	8,950
16–20 Jun 2030	5-day classroom	Riyadh	Arabic	4,750
8–12 Jul 2030	5-day classroom	Dubai	English	4,750
7–18 Oct 2030	10-day online	Live online	Arabic	5,450

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