Course Information			
Course Name:	Accounting and Financial Analysis for Non- Financial		
Institute/Centre:	Port Training Institute	**Course Code:**	F02
Type:	√ Program	❏ Course	❏ Workshop
Course Duration:	√5 Days	❏ 3 Days	❏ 1 Days ❏ Other
Course Conducted: **Course Venue:**	√Local Anywhere	❏International	Indicate: A.R.E
Course Language:	❏ English	❏ Arabic	√ Both ❏ Other

Course Description

Course Outlines:
1. Definition of accounting and accounting cycle.
2. Definition of the main financial statements
3. Asset management and internal and external financing sources.
4. Types of inventory stocktaking.
5. Foundations of cost accounting and their relation to financial accounting.

Course Objectives:
- Providing non-accountants with scientific and practical concepts of accounting and finance. To provide them with an initial amount of financial knowledge to help them make their decisions by knowing the financial impact on the one hand and the integration of the knowledge ring between them and their colleagues on the other hand.

Course Includes: √ Theoretical   ❏ Fire Training Module   ❏ Laboratory
❏ Workshop   ❏ Site Visit

Course Prerequisites: Not Required

Who should attend: Specialists, Department heads, department directors and general managers in various non-financial sectors

No. of Participants/Course: √ 5-10   ❏10-15   ❏15-20   ❏ Other

Qualifications of Participants:
- Medium Degree as a Minimum

No. of Lecturer: √ 1   ❏ 2   ❏ 5

No. of Assistance: ❏ 1   ❏ 2   ❏ 3

Course Facilities

√ White Board   √ V. Projector   √ Data Show   √ PC   ❑ Manual
❑ Books   √ Handouts   ❑ Flip Charts ❑ S/W   ❑ Other

Course Evaluation

❑ Written Examination   ❑ Written Report(s)   ❑ Oral Presentation   √ Attendance
❑ Delegates Participation

Certificate Issue:
❑ Local Premises   √ AASTMT   ❑ International

Course Registration

√ Admission and Registration

Department at the Port

Registration:	Training Institute	❑ Online	❑ Other

Beside Gate No. 27 - Outside

Customs Area, Alexandria Port

Documents Required:	√ Registration Form	√ ID/Passport Copy	√ Photo