



Training Course Information Form

Course Information

Course Name: Financial Statements Using PC

Institute/Centre: Port Training Institute **Course Code:** F07

Type: Program Course Workshop

Course Duration: 5 Days 3 Days 1 Days Other

Course Conducted: Local International Indicate: A.R.E

Course Venue: Anywhere

Course Language: English Arabic Both Other

Course Description

Course Outlines:

1. The concept of final accounts and the list of financial position and how to prepare them.
2. Operating assets of inventory adjustments for depreciation, reserves and provisions.
3. Inventory adjustments of revenues and expenses.
4. Statement of cash flows.
5. Practical applications on financial statements.
6. Review of the most important programs prepared for the preparation of final accounts and financial statements.
7. Enter financial statement data on the computer.
8. Extract financial reports and indicators.

Course Objectives:

- Presentation of rules and general principles of accounts and different final lists.
- Review of various accounting processes to provide accounting system requirements.
- Analysis and development of the concepts of the basis of the classification of budgets and the assessment of elements of the financial position.

Course Includes: Theoretical Fire Training Module Laboratory
 Workshop Site Visit

Course Prerequisites: Not required

Who Should Attend: Finance, auditing, accounting and budget department

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

Qualifications of Participants:

- Good knowledge of information systems

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