



Center for Professional Development

Accounting for Non-Accountants

The purpose of this course is to offer basic information on accounting systems and concepts used in business. We will discuss what accounting systems need to do and we will review basic financial statements, cash flows and controls within accounting systems.

- Accounting systems; As simple or complex as you want or need
- What accounting systems need to do
- Accounting concepts and terms
- An explanation of profit and loss
- Understanding basic financial statements
- Cash flows; where has all the money gone?
- How to add or improve controls within your business
- Use of Checklists

Cost: \$85

Time: 5-8 pm

Day: Wednesday evenings:

- August 26th
- September 23rd
- October 21st
- November 18th

Location: Edison College, Lee Campus, room to be announced

Instructor: Mathew Muller CPA

Seats are limited, so register today!
Advance registration and payment is required.
For registration form and information, call 239-489-9235
email celee@edison.edu
OR download from www.edison.edu/lee/ce