



## 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:** 5:00pm -8:00 pm

**Day:** Wednesday evenings: **(1 day session)**

- August 25<sup>th</sup>
- September 22<sup>nd</sup>
- October 20<sup>th</sup>
- November 17<sup>th</sup>
- December 8<sup>th</sup>

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

**Instructor:** Mathew Muller CPA

***Advance registration and payment to Cont. Ed. is required***

***Seats are limited for group session, so register today!***

***For registration form and information, call 239-489-9235,***

***email [celee@edison.edu](mailto:celee@edison.edu)***

***OR download from [www.edison.edu/lee/ce](http://www.edison.edu/lee/ce)***

***Office located in Robinson Hall, Bldg I-116***

***Office hours: 8:30am – 4:30pm***