



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 – 8:00pm

Dates: Wednesday, September 23, 2009

Location: Cape Coral Community Redevelopment Agency

Instructor: Mathew Muller CPA

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