



## 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 basis 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:** Wednesdays, January/February 2010, Dates TBA

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