



ACCOUNTING ONLINE PROGRAM

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# ACCT101: ACCOUNTING FOR NON-ACCOUNTANTS

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[www.escochecksacademy.com](http://www.escochecksacademy.com)

**JULY 2, 9, 16, 23 AND 30, 2022**  
**JULY 6, 13, AND 20, 2022**

*Synchronous sessions via Zoom*

*Asynchronous sessions via access to the Escocochecks Academy platform*



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**ENROLL. LEARN.  
SUCCEED.**

## **ABOUT ESCOCHECKS PHILIPPINES**

Escochecks Philippines Company, Ltd. is a wholly owned subsidiary of Escochecks Inc. in the USA. Escochecks Philippines is a business service provider with core competencies in the fields of accounting, bookkeeping, finance, taxation, payroll, and HR, among others. We offer these services to our clients with the aim of being their partners in driving business growth and efficiencies.

## **ABOUT ESCOCHECKS ACADEMY**

Escochecks Academy is the training arm of the Escochecks Group of Companies which handles accounting, bookkeeping, payroll, taxes & human resources functions for various businesses in Los Angeles, Las Vegas and Manila. The academy is also an accredited continuing professional development (CPD) provider under the Professional Regulation Commission (PRC) in the Philippines.

Currently, it is working on its accreditation with the Internal Revenue Service (IRS) and California Tax Education Council in the U.S.

Core to the academy's course offerings are continuing development programs which could help entrepreneurs and professionals manage their business and career opportunities better. We also offer introductory courses on how to use QuickBooks which is specially designed for SMEs who want to manage their finances on an integrated platform.

# Accounting for Non-Accountants

This course will help business owners and other stakeholders develop a strong foundation of basic accounting concepts and procedures.

The program aims to make the participants understand and appreciate accounting as the language of business. The course will introduce participants to various concepts and principles under generally accepted accounting principles.

The accounting cycle for both service and merchandising businesses will be discussed. Students would learn to identify business transactions and how they are recorded. Students would also be taught how to adjust account balances and prepare financial statements.

Through this certificate course, the users will be able to use accounting information in their decision-making processes.



## PROGRAM OUTLINE

- I. Introduction to Accounting
  - a. Accounting Defined
  - b. Fundamental Business Model and Role of Accounting in Business
  - c. Forms of Business Organization
  - d. Users of Accounting Information
  - e. The Accounting Environment
  - f. Fundamental Concepts and Principles
- II. Financial Statement Elements
  - a. The Accounting Equation
  - b. Financial Statements and Their Interrelationships
- III. The Recording Process: The Mechanics of Accounting
  - a. The Accounting Cycle
  - b. Transaction Analysis
  - c. Journalizing and Posting
- IV. The Adjusting Process
  - a. Deferrals and Accruals
  - b. Adjusted Trial Balance
- V. Completing the Cycle
  - a. The Accounting Worksheet
  - b. Financial Statements
  - c. Closing Process
  - d. Reversing and Correcting Entries
- VI. Merchandising Operations
  - a. Merchandising Operating Cycle
  - b. Inventory Systems
  - c. Recording Purchases
  - d. Recording Sales
  - e. Completing the Accounting Cycle
- VII. Financial Statement Analysis
  - a. Ratio Analysis - Its Users and Uses
  - b. Analysis Tools
  - c. Liquid Ratios
  - d. Profitability Ratios
  - e. Solvency Ratios



**Dr. Leah May M.  
Santiago**  
*Resource Person*

Dr. Leah May M. Santiago is a registered cost accountant (UK), certified bookkeeper (UK) and a certified public accountant (Philippines). She is currently the chairperson of the Accountancy department in the Yu An Log College of Business and Accountancy of the University of St. La Salle (USLS) in Bacolod City where she is an assistant professor. She currently handles the accountancy internship program and has 24 years of experience in teaching basic accounting, partnership, and corporation, accounting for non-accountants, cost accounting and control, and strategic cost management.

Dr. Santiago has evaluated existing costing practices of small and medium enterprise (SMEs) with her students on an annual basis. She also moderated the USLS Commission on Audit, which is an independent student organization tasked to check and verify the accuracy of the financial reports of the different student clubs and organizations. Her publication involves cost accounting practices of SMEs in Bacolod City.

Dr. Santiago earned her bachelor's degree in Accountancy, master's degree in Business Administration and Ph.D. in Business Management from the University of St. La Salle (USLS) in Bacolod City.



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## Program Details:

July 2, 9, 16, 23 and 30, 2022

July 6, 13, and 20, 2022

Saturdays

8:00AM - 12:00NN via Zoom

## Program Fee

**Rate - ₱8,500**

\*Schedules and prices may change without  
prior notice

## Register Now!

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