

Accounting for Non-Accountants

Accounting for Non-Accountants -
Online Training Course - CPDUK Accredited



Corporate
Member

The CPD Certification Service



OVERVIEW

Welcome to The Mandatory Training Group's online Accounting for Non-Accountants training course. All our online training courses, programmes and qualifications are accredited by the CPD Certification Service (CPDUK).

This Accounting for Non-Accountants e-learning course helps learners understand basic accounting such as the various concepts and principles and is suitable for beginners who want to know more about accounting.

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- ◆ Study method – Online, self-paced
- ◆ Estimated duration (Indicative CPD hours) – 2 hours
- ◆ Course format – Online (24/7 access)
- ◆ Entry requirements – no prerequisites required
- ◆ Assessment type – Complete end of course assessment (80% needed to pass and gain CPD certificate)
- ◆ Certification/Qualification – Downloadable CPD certificate
- ◆ Cost(s) of assessment and certification – Assessment and certification costs included in the course price
- ◆ Course accreditation – CPD Certification Service (CPDUK)
- ◆ Course access – Part-time (1-year access)
- ◆ Course delivery – via desktop PC/MAC, laptops, tablets or smartphones.

Who is the course for?

This Accounting for Non-Accountants e-learning course is suitable for the following:

- Learners new to accounting and want to be part of or explore the world of accounting.
- Business owners.
- Learners wishing to do the program as part of their CPD.
- Non-accounting managers.

Course aims

The aims of this Accounting for Non-Accountants eLearning course are to:

- Allow learners to understand basic financial statements.
- Enable learners to gain confidence to hold a conversation with a person of an accounting background.
- Give learners the option for a possible career choice in accounting and finance.

[Click Here to Buy this Course](#)

Learning objectives

On completion of this online Accounting for Non-Accountants training course, the learner will be able to:

- Explain key accounting terms like capital, assets, liabilities, income and expenses.
- Identify the difference between cash and credit transactions.
- Explain double-entry bookkeeping and the related concepts.
- Identify the dual effect of different business transactions.
- Introduce invoices, credit notes, remittance advice notes and petty cash vouchers.
- Use the ledger for basic accounting.
- Interpret a basic Statement of Financial position and Income Statement.
- Explain the purpose of a financial statement.

Learning outcomes

On completion of this online Accounting for Non-Accountants training course, the learner will be able to:

- Define the term accounting.
- Explain key accounting terminology namely: ledger, trial balance, statement of entry, assets, liabilities, income and expenses.
- Apply basic accounting concepts.
- Outline the five stages of accounting.
- State how the items in the Statement of Financial Position and income statement link.
- Apply the rules of trial balance to a scenario.

What is covered in this course?

On completion of this online Accounting for Non-Accountants training course, the learner will be able to:

- Introduction
- Chapter 1 – Capital, assets and liabilities
- Chapter 2 – Income and expenses
- Chapter 3 – How can business transactions be classified?
- Chapter 4 – Principles of bookkeeping
- Chapter 5 – Accounting system
- Chapter 6 – Module summary.

Why is this online Accounting for Non-Accountants training course essential?

This online Accounting for Non-Accountants training course offers students the necessary information required to manage your business better or begin a career in the financial industry. This course gives the learner a basic understanding of Accounting. After the program learner could progress onto Finance for non-Finance Managers and Certificate in Accounting.

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Learn. Develop. Comply

HOW IT WORKS

Instant Access

- Gain instant access to your course(s) upon purchasing through our website
- Login credentials are sent immediately to the customer to the email address provided during the checkout process
- We also advise all customers to check their spam and junk mail folders in case your mail server has diverted the email there

Online Support 24/7

- Customer service teams interact with clients through email and live chat support.

Refund policy

- To request a refund, you should email our support team with your receipt stating why you would like to be reimbursed.
- You, or your learners, must not complete the training to make a valid refund claim.
- Any courses that have been completed and those with certificates achieved will not be valid for a refund.

Learn Anytime, Anywhere, On Any Device

- Learn at your own pace, at a time and place convenient to your circumstances
- Individual learners can access their course material(s) 24/7 for 365 days from the date of purchase
- In the case of organisations that order multiple licences for future use, the countdown will start when learners are allocated to the training course(s)

Assessment and Certification

- Unlimited attempts to complete end of course assessments
- On successful completion, download, print/save quality-assured CPD certificate

100% Money Back Guarantee

- We want you to be completely satisfied with your training. We offer a 14-day money-back guarantee if you are not 100% satisfied.

[Click Here to Buy this Course](#)

ACCREDITATION

End of course assessment

At the end of this course, learners are required to complete an online end of course assessment. On successful completion of the assessment (80% pass mark), learners may download a FREE CPD certificate from their profile page.

Certification

On successful completion of this e-learning course and end of course assessment, the learner may download, save and/or print a quality assured CPD certificate (recognised internationally). Our CPD certificate can be used to provide evidence for compliance and audit or Continuing Professional Development (CPD).

Course accreditation

The CPD Certification Service accredits all our online training courses and programmes as conforming to universally accepted Continuing Professional Development (CPD) guidelines.



The banner features three main sections. On the left is the logo for Mandatory Training Group, which includes the letters 'CPD' in a stylized font with a checkmark and the text 'Mandatory Training Group' below it. In the center, the text 'Corporate Member' is displayed in a large, blue, sans-serif font, with 'The CPD Certification Service' in a smaller font underneath. Below this, the membership number 'CPD UK Corporate Membership Number - 11177' is shown. On the right is the 'CPD CERTIFIED' logo, featuring the letters 'CPD' in a large, purple, stylized font with a checkmark, and the word 'CERTIFIED' in a smaller, purple, sans-serif font below it. Underneath 'CERTIFIED' is the text 'The CPD Certification Service' and 'Collective Mark' in a very small font.

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Mandatory Training Group 

WHY CHOOSE OUR ACCREDITED E-LEARNING COURSES?

The benefits of using our accredited e-learning courses in the workplace include:

- CPDUK accredited e-learning provider
- Ofqual approved training centre (UK qualifications)
- Internationally recognised CPD and Ofqual approved certificates
- Wide range of courses and qualifications that meet UK legislation and guidelines
- Over 500 online courses and programmes that cover multiple sectors
- Free blended learning environment for individuals and organisations
- Immediate access to online courses and programmes
- Highly interactive e-learning portal
- Substantial cost reductions (no travel fees and other expenses)
- Self-paced online learning
- Low carbon footprint through e-learning
- Repository of online learning materials and assessments
- Fully qualified and experienced trainers, instructors and assessors
- Experienced subject matter experts and content developers
- Conversion of existing classroom courses to e-learning courses
- All training courses meet the latest guidance and best practice recommendations.

Statutory and Mandatory Training for Primary Care Providers



"When we set up our business, we were looking for a reliable training provider for the healthcare multi-disciplinary team (MDT). We worked with The Mandatory Training Group to establish our training needs for each group of professionals. Their experience was invaluable, helping us to design new courses and assessments to meet the commissioners' and regulatory requirements".

Anne Joy, OSD Healthcare, Hemel Hempstead, UK



City and Hackney
Clinical Commissioning Group

Counter Fraud, Bribery and Corruption Training for NHS Providers

"NHS City and Hackney Clinical Commissioning Group (CCG) is an NHS organisation led by local GPs. The Mandatory Training Group provided us with tailored courses focussing on tackling fraud, corruption and bribery for all our staff across various sites. The e-learning courses helped us to meet statutory and regulatory requirements".

Harriet Griffiths, NHS City and Hackney CCG, London, UK

Accredited Training Courses, Programmes and Regulated Qualifications



"Reed is the largest platform for jobs, recruitment and courses in the UK. The Mandatory Training Group is one of our most trusted providers of continuing professional development (CPD) programmes and regulated qualifications. They have provided us with a wide range of learning materials ranging from soft skills, personal development, health and safety, among others. These courses help many job seekers to improve their skills and comply with the current UK and European laws".

Mansh Bhatti, Reed Courses, London, UK

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Healthcare choice for **everyone** **Statutory and Mandatory Training for Healthcare Providers**

“All our senior clinicians were delighted with the delivery of the mandatory training courses. They found the course leaders to be very flexible with allocating more time to certain areas at request. The course contents that LearnPac had designed were tailored to our workforce, which helped them improve their understanding of the subjects. The application of legislative concepts to practice was excellent”.

Sophie Hartley-Jones, OneHealth Group, Sheffield, UK

Online Training and Development for the Public Sector



“We work with various public sector organisations. Statutory and mandatory training is essential for all our placements. We used LearnPac for the blended learning environment they provide for our staff. The online statutory and mandatory training courses adequately meet our regulatory requirements. LearnPac's learning management system enabled us to manage our learners and quickly sort out compliance for our workers. The flexibility of pricing and meeting our needs with the mandatory training was beneficial.”

David Sanchez, Eden Brown Synergy, London, UK



Blended Train the Trainer Courses for Healthcare Providers

“We were looking to provide resuscitation and first aid training for clinical and non-clinical staff internally. The Mandatory Training Group stood out because they provide comprehensive blended learning solutions. Our internal trainers and facilitators were able to complete the theory training and assessments in advance. The practical sessions were packed with meaningful activities throughout the day. The lead trainers also helped us to complete training needs assessments”.

Kate McLoughlin, Nuffield Health, Bournemouth, UK

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LEARN. DEVELOP. COMPLY.

The Mandatory Training Group is the leading UK provider of accredited statutory and mandatory training courses for all sectors, including health and social care, education, local government, private and charity sectors.

We have supported over one million learners to reach their potential through e learning courses and qualifications using our interactive online learning portal.

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WORKING HOURS

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LearnPac Systems UK Ltd T/A The Mandatory Training Group
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