



*Training Course:  
Certificate in Accounting Operation*

*7 - 11 April 2025  
Baku (Azerbaijan)*

## Training Course: Certificate in Accounting Operation

Training Course code: FI235316 From: 7 - 11 April 2025 Venue: Baku (Azerbaijan) - Training Course Fees: 5250 € Euro

### Introduction:

Welcome to the Certificate in Accounting Operation program, proudly designed and offered by Global Horizon Training Center. This program is meticulously crafted to provide participants with a comprehensive understanding of accounting operations, ensuring they gain the necessary skills and knowledge to excel in the field of accounting. Global Horizon Training Center is committed to delivering top-notch training programs that empower individuals with practical expertise and contribute to their professional success in the dynamic world of finance.

### Objectives:

- Equip participants with foundational knowledge in accounting principles and practices.
- Provide hands-on training in using accounting software for efficient financial management.
- Develop proficiency in preparing financial statements and reports.
- Enhance skills in budgeting and financial analysis.
- Foster an understanding of ethical considerations and compliance in accounting operations.

### Target Audience:

This program is ideal for individuals seeking a career in accounting or those already working in entry-level accounting roles. It is suitable for recent graduates, finance professionals, and anyone aiming to enhance their accounting knowledge and skills.

### Outlines:

#### Day 1: Introduction to Accounting Principles

- Basics of accounting: concepts and principles
- Double-entry accounting system
- Accounting equations and transactions
- Introduction to accounting software

#### Day 2: Using Accounting Software

- Overview of popular accounting software

- Practical training in using accounting software
- Data entry and recording transactions
- Generating financial reports

#### Day 3: Financial Statements and Reports

- Understanding income statements, balance sheets, and cash flow statements
- Preparation of financial statements
- Analysis and interpretation of financial reports

#### Day 4: Budgeting and Financial Analysis

- Importance of budgeting in accounting operations
- Creating and managing budgets
- Financial analysis techniques
- Key performance indicators KPIs in accounting

#### Day 5: Ethical Considerations and Compliance in Accounting

- Ethics in accounting operations
- Compliance with accounting standards and regulations
- Internal controls and risk management

## Registration form on the Training Course: Certificate in Accounting Operation

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Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

### Delegate Information

Full Name (Mr / Ms / Dr / Eng): .....  
 Position: .....  
 Telephone / Mobile: .....  
 Personal E-Mail: .....  
 Official E-Mail: .....

### Company Information

Company Name: .....  
 Address: .....  
 City / Country: .....

### Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng): .....  
 Position: .....  
 Telephone / Mobile: .....  
 Personal E-Mail: .....  
 Official E-Mail: .....

### Payment Method

- Please find enclosed a cheque made payable to Global Horizon
- Please invoice me
- Please invoice my company

### Easy Ways To Register

Telephone:  
+201095004484 to  
provisionally reserve your  
place.

Fax your completed  
registration  
form to: +20233379764

E-mail to us :  
info@gh4t.com  
or training@gh4t.com

Complete & return the  
booking form with cheque  
to: Global Horizon  
3 Oudai street, Aldouki,  
Giza, Giza Governorate,  
Egypt.