



This College Africa Group course will enhance the user's skills on the subject and teaches fundamentals as well as strategies in an easy to follow, easy to understand format and includes practical exercises which will assist in developing your skills in the workplace.

## COURSE OUTLINE - Accounting Essentials, First Edition

**Course Number:** AX084-0245G

**Days:** One Day

**Description:** To run a business, numbers must be taken into account and factored into everyday decision-making, both major and minor. Understanding the numbers associated with day-to-day operations is no longer just the domain of the finance and accounting departments- everyone from lower-level staff to senior managers should learn the fundamentals of the cost of the organization's product or service, the price strategies involved, and the impact that short- and long-term decisions have on the bottom line. ACCOUNTING ESSENTIALS is an introductory course that teaches the basics of

finance, accounting, and economic strategies in an easy-to-follow, easy-to-understand format complete with glossaries, diagrams, and self-tests. A companion title to this book is THE ACCOUNTING CYCLE, another Crisp Series book by Jay Jacquet. This book was written especially for nonfinancial managers or new business owners, and can be used in an academic setting or for self-study. It is an indispensable primer for learning and understanding accounting fundamentals, such as cash and accrual accounting, basic recordkeeping, ledger and journal entries, and financial statement preparation.

## Topic-Level Outline

### **Part 1: Getting the 'Right' Numbers**

Qualitative vs. Quantitative Decision-Making Standards  
Effective and Efficient Decisions  
Constraints

### **Part 2: Review of the Financial Statements**

The Balance Sheet and Income Statement  
Statement of Cash Flow  
What the Financial Statements Do Not Tell You

### **Part 3: Making Money**

Maximizing Profit or Minimizing Cost  
Thinking in Units  
Defining Cost

### **Part 4: Identifying Costs and Their Behaviors**

Fixed, Variable, and Mixed Costs  
Relevant Range  
Cost Per Unit  
Cost Categories on the Income Statement  
Discerning Variable Costs  
Discerning Mixed Costs

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**Part 5: Controlling Costs**

Contribution Margin on the Income Statement  
Activity-Based Costing  
Non-Value-Added Activity

**Part 6: Am I Breaking Even?**

The Cost-Volume-Profit Graph  
The Contribution Margin Approach to Break-Even  
Calculating 'What If' Profit  
Margin of Safety

**Part 7: Operating Leverage**

Defining Operating Leverage  
Operating Leverage and the Bottom Line

**Part 8: Influences on Pricing**

Pricing in Line with the Competition  
Trade-Offs Between Price and Demand  
Elasticity of Demand Illustrated  
Market and Cost Influences on Pricing  
Qualitative Factors in Relation to Price

**Part 9: Making the Numbers Work for You**

Responsible Decision-Making  
Quality Management

**Appendix**

Review of the Numbers  
Appendix to Part 2  
Appendix to Part 3  
Appendix to Part 4  
Appendix to Part 6  
Appendix to Part 7  
Additional Reading

## ABOUT US

Established as EasyExcel, the company has been re-branded as College Africa Group. College Africa Group has been in operation since 2003 and has trained many corporate and professionals throughout Southern Africa. (For more info click here.) (<http://www.collegeafricagroup.com>)

## ACCREDITATION

College Africa Group is MICT SETA accredited and a Microsoft Partner. College Africa Group has more than 30 years' experience in Financial, Sales, Operations, Marketing and Administration Directorship and understands the problems and deadlines you face.

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Excel Intermediate 2013 [Ebook](#), workbooks, and solutions.  
Excel Advanced 2013 [Ebook](#), workbooks, and solutions.  
Excel comprehensive online courses, email for more details.



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