



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 - The Basics of Budgeting

Course Number: AX084-073

Days: 1

Description: The title of this clearly written book says it all. Virtually every aspect of budgeting from preparing income statements and company expense reports, to developing your own personal plan. Understanding the basics of budgeting will help your career and the organization you manage.

Topic-Level Outline

Introduction

How to Use This Book

Part 1: Basic Information

Why Bother? Reasons Companies Plan
The Planning Cycle
The Basic Equation
Four Necessary Ways to Present Every Plan
Planning Philosophies
Summary

Part 2: Effective Planning in Your Organization

A Plan is a Social Document
Standards of Precision
Line and Level of Control
The Information Frontier
Rules for Jungle Fighters
Summary

Part 3: How to Build Plans Efficiently

Work Plans, Deliverables and Resources
The Secret of the Five–Minute Budget
A Resource Checklist
Summary

Part 4: How to Build a Strategic Plan

How Long and Who Does It?
The Mission Statement
Analyzing the External Environment
Analyzing Internal Capabilities
Putting It All Together
Example of a Strategic Plan
Summary

Part 5: Annual Operating Plan Preliminaries

Drafting Annual Goals
Organizational Planning
Creating a Fiscal Calendar
Fiscal Managers
Accounting System Tune–Up
Summary

Part 6: How to Budget Sales

A Five–Step Approach to Sales History
Assumptions: Improving Your Vision of the Future
Projections: Building a Chain of Inference
Example of Sales Budget from Market Share
Example of a Sales Budget from History
Summary

Part 7: How to Budget Cost of Sales

Different Approaches
Examples of an Analytical Approach
Summary

Part 8: How to Budget Labor Expense

Policy Before Planning
Appropriate Levels of Detail
Payroll Calculations, Handling Increases
Labor Planning Tips, Example of a Labor Budget, Summary

Part 9: How to Budget Other Expenses

Typical Approaches, Examples of Budgets
Summary

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.

MS OFFICE

- EXCEL
- WORD
- POWERPOINT
- OUTLOOK
- ACCESS
- PROJECT
- (www.collegeafricagroup.com)

SOFT SKILLS

- SALES NEGOTIATION
- MEETING PROTOCOLS
- TELEPHONE SKILLS
- KEYBOARDING
- (www.collegeafricagroup.com)

SPECIALS

- Join our loyalty program
- Sign up for a weekly newsletter
- Group Discounts available
- Onsite Training is available T&C Apply

DASHBOARDS

Create eye-catching, interactive, awesome excel dashboard reports ([Dashboard](#))

CONSULTANCY SERVICES

Get personal assistance with your spreadsheets

Excel for Executives
Excel Automation
([Excel Automation](#))

KEYBOARDING

Save time!
Learn to touch-type and be more accurate.
([Keyboarding](#))

MS PROJECT

Get fast reports!
Master MS Project for quick info and outcomes
([MS Project](#))

EBOOKS AND ONLINE TRAINING

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



CONTACT DETAILS

Arnold Muscat
Direct 083 778 4903
Email: sales@collegeafricagroup.com
Click to Join our [Loyalty](#)



Committed to skills development in the Media, Advertising and ICT sector
Accreditation no: ACC/2011/07/066

Call Centre: 0861 114 679
(Office Hours)
Website: www.collegeafricagroup.com
CAG [Newsletter](#)