



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 - Finance Essential

### Course Specifications

**Course number:** 088205 | **Course length:** 1 day | **Software:** N/A

### Course Description

*Finance Essentials* will provide an overview of the basics of finance in business. It will cover financial roles and responsibilities in business organizations, discuss the purpose of financial reports and documents as well as how to read them, and examine money in business and the role of the federal government in regulating financial concerns. Finally, this course will cover financial management and financial ethics.

**Prerequisites:** *Microsoft Word 2000: Level 1* or equivalent knowledge.

**Delivery Method:** Instructor-led, group-paced, classroom-delivery learning model with structured, hands-on activities.

### Hardware/Software Requirements

You will need:

- An overhead projector.
- A whiteboard projection screen and markers.
- A flip chart and markers.
- Microsoft Word 2000.

### Performance-Based Objectives

- Describe the relationship between business and finance.
- Read financial reports and documents so that you can make informed business decisions.
- Describe financial institutions and the federal control and protection of funds for businesses.
- Explain financial management and how it affects profitability in business.
- Act ethically in business so that you make socially responsible financial decisions.

## Course Content

### **Lesson 1: Understanding Business and Finance**

Topic 1A: Describe Business

Topic 1B: Select a Type of Business

Topic 1C: Describe Financial Roles and Responsibilities in Organizations

Topic 1D: Define the Role of Finance in Business

### **Lesson 2: Reading Financial Reports and Documents**

Topic 2A: Describe Basic Financial Documents

Topic 2B: Read Financial Statements in Annual Reports

### **Lesson 3: Focusing on Financial Institutions**

Topic 3A: Describe Federal Control of the Money Supply

Topic 3B: Describe Banking Systems

### **Lesson 4: Understanding Financial Management**

Topic 4A: Select a Financial Plan for a Business Organization

Topic 4B: Describe Mergers and Acquisitions

Topic 4C: Describe International Business and Finance

### **Lesson 5: Practicing Financial Ethics**

Topic 5A: Practice Social Responsibility in Business

Topic 5B: Exercise Financial Ethics in Business

### **Appendix A: Works Cited**

References and Works Cited

## 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 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.



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