



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 - Financial Management: Basic

Course Number: AXO84-021

Days: 1 (06 hours, 30 min.)

Prerequisites: Prerequisite or equivalent experience

Topic-Level Outline

Unit 1: Basics of Accounting

Topic A: Accounting

A-1: Identifying the need for accounting

Topic B: Key Accounting Terms

B-1: Understanding the accounting equation

B-2: Identifying transactions and accounts

B-3: Understanding the "T" account

B-4: Identifying revenue and expenses

B-5: Identifying capital and withdrawals

B-6: Identifying temporary and permanent accounts

B-7: Identifying fixed cost and variable cost

Unit 2: Accounting Cycle

Topic A: Basics of the Accounting Cycle

A-1: Understanding the basics of an accounting cycle

Topic B: Analyze, Record, and Post Transactions

B-1: Analyzing and posting a transaction

B–2: Balancing a General Ledger

B–3: Identifying cash and accrual bases of accounting

Topic C: Trial Balance

C–1: Preparing a Trial Balance

C–2: Identifying common errors found in a Trial Balance

C–3: Identifying financial statements

Unit 3: Income Statement

Topic A: Income Statement Basics

A–1: Identifying types of revenues and expenses

A–2: Calculating profit and loss

Topic B: Prepare and Interpret an Income Statement

B–1: Preparing an Income Statement

B–2: Interpreting an Income Statement

Unit 4: Balance Sheet

Topic A: Balance Sheet Basics

A–1: Identifying components of a Balance Sheet

Topic B: Prepare Balance Sheets

B–1: Preparing a Balance Sheet

Topic C: Interpret Balance Sheets

C–1: Identifying liquidity

C–2: Identifying the debt–to–total–assets ratio

Unit 5: Other Financial Statements

Topic A: Cash Flow Statement

A–1: Identifying accounts on a Cash Flow Statement

A–2: Identifying benefits

A–3: Preparing a Cash Flow Statement

Topic B: Statement of Stockholders' Equity

B–1: Preparing a Statement of Stockholders' Equity

Unit 6: Budgeting

Topic A: Fundamentals of Budgeting

A–1: Understanding budgeting

Topic B: Analyze Financial Statements

B–1: Identifying methods of analyzing financial statements

B–2: Identifying ratios used for budgeting

B–3: Calculating the break–even point

Topic C: Set Objectives

C–1: Setting effective objectives

C–2: Identifying common budgeting problems

Topic D: Monitor Performance

D–1: Identifying a “pro forma” financial statement

D–2: Creating a “pro forma” financial statement

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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CONTACT DETAILS

Arnold Muscat
Direct 083 778 4903
Email: sales@collegeafricagroup.com
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