

Business Accounting & Finance Basics

Course Description

Business Accounting & Finance Basics introduces participants to the fundamentals of these subjects. Participants learn about current assets, long-term assets, intangible assets, the different types of liabilities and calculating the time value of money.

This course covers calculating the present value, future value, interest rate, and maturity date on various types of cash flows, and understanding a company's statement of stockholders' equity and the balance sheet. Participants also will learn about the components of stockholders' equity, stock transactions, and financial analysis ratios used to evaluate a company's long-term solvency. In the finance modules, participants will learn how to identify, calculate, and assess individual investments and investment portfolios, identify types of investment risks, calculate risk and analyze the results.

Participants will also learn how to calculate the future and present values of individual cash flows, ordinary annuities, annuities due, perpetuities, and investments with uneven cash flows. Course activities also cover calculating interest rates and maturity dates, establishing an amortization table, and calculating payments on amortized loans. Basics of the bond and stock markets will also be reviewed, including identifying characteristics of various types of stocks and bonds and their risks, and how to evaluate and invest in stocks and bonds.

Delivery Details 28 hours, 4 days

Course Content

- Fundamentals of accounting
- Accounting for assets (current and non current assets)
- Accounting for inventory (fundamentals of the inventory system, and inventory management)
- Accounting for liabilities (types of liabilities: short and long term liabilities)
- Time Value of Money (calculating time value of money, annuities and bonds)
- Calculating interest rates and maturity dates
- Accounting for stockholders' equity (fundamentals of stock, stockholders' equity and ratio analysis)
- Stand Alone Risk (Risk Basics and Risk Calculation; Probability Analysis and Rate of Return)
- Portfolio Risk (Diversification Principle and The Capital Asset Pricing Model; Ratio Analysis)
- Even and Uneven Cash Flows (Annuities and Calculating Financial Values)
- Bonds and Stocks Fundamentals; Valuation of Bonds and Stocks

Learning Outcomes – After completing this course, participants will be able to:

- Understand the importance of accounting in business.
- Understand how accounting helps a company compare, evaluate, improve and benchmark performance, and forecast trends
- Identify users of financial information.
- Understand the importance of finance in business and how finance helps a company compare, evaluate, improve and benchmark performance, and forecast trends.

Methodology – Instructor-led training classroom environment with interactive exercises.

Materials – Each participant will receive a textbook with all materials presented and discussed in the course

Pre-Requisites

- High School Diploma or GED. Math and English at the 12th grade level.
- Prefer at least 1 year of experience in the financial services industry and a general understanding of accounting and finance.

Assessment (pre and post)

- At the beginning of the first session, participants will be given a pre-test to determine their subject knowledge
- At the completion of the program, participants will be given a final exam to determine the level of comprehension of the program.

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