

Office Admin: Budgets and Financial Reports

Program Overview

Money matters can be intimidating for even the smartest people. However, having a solid understanding of basic financial terms and methods is crucial to your career. When terms like ROI, EBIT, GAAP, and extrapolation join the conversation, you'll want to know what people are talking about, and you'll want to be able to participate in the discussion.

This one-day course will give you a solid foundation in finance. We'll cover topics like commonly used terms, financial statements, budgets, forecasting, purchasing decisions, and financial legislation.

Program outline

<p>Module One: Getting Started Icebreaker Ground rules The parking lot Workshop objectives Action plans and evaluation forms</p> <p>Module Two: Glossary What Is Finance Commonly Used Terms Key Players (people, jobs) Important Finance Organizations Understanding GAAP</p> <p>Module Three: Understanding Financial Statement Balance Sheets Income Statements (AKA Profit And Loss Statements) Statement Of Retained Earnings Statement Of Cash Flows Annual Reports</p> <p>Module Four: Analyzing Financial Statements, Part One Income Ratios Profitability Ratios Liquidity Ratios Working Capital Ratios Bankruptcy Ratios</p>	<p>Module Five: Analyzing Financial Statements, Part Two Long Term Analysis Ratios Coverage Ratios Leverage Ratios Calculating Return On Investment (ROI)</p> <p>Module Six: Understanding Budgets Common Types Of Budgets What Information Do I Need? Who Should Be Involved? What Should A Budget Look Like?</p> <p>Module Seven: Budgeting Made Easy Factoring In Historical Data Gathering Related Information Adjusting For Special Circumstances Putting It All Together Computer Based Methods</p> <p>Module Eight: Advanced Forecasting Techniques Using The Average Regression Analysis Extrapolation Formal Financial Models</p>	<p>Module Nine: Managing The Budget How To Tell If You're On The Right Track Should Your Budget Be Updated Keeping A Diary Of Lessons Learned When To Panic</p> <p>Module Ten: Making Smart Purchasing Decisions 10 Questions You Must Ask Determining The Payback Period Deciding Whether To Lease Or Buy Thinking Outside The Box</p> <p>Module Eleven: A Glimpse Into The Legal World A Brief History The Sarbanes Oxley Act CEO/CFO Certification Thinking Outside The Box</p> <p>Module Twelve: Wrapping Up Words from the Wise Review of Parking Lot Lessons Learned Completion of Action Plans and Evaluations</p>
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Benefits of the Program

This course will help people gain in-depth knowledge about Microsoft Office 2010 Advanced. They will be able to implement its features in daily tasks.

How can I take this course?

Since we want to make people's life much easier; this course is available online. There is no waiting time. Call us and take the course at the comfort of your home and at your own time. The workshops are arranged across major cities world-wide. For more information about updated course schedule on workshops and dates; keep regularly visiting the schedule update our site.

Costs to take this course

The costs associated with the course depend upon whether you would like to take online course or attend physical workshops. If you want to know about current course costs please give us a call or write at customercare@myuaeonline Trainings.com or download the latest price list from <http://www.myuaeonline Trainings.com/pricelist.pdf>

Time required for completing this course

You would be able to complete this course in 7 days to 3 months if you take this course online. It also depends upon how much time you spend on studying the course materials.

This can be a two full day workshop if you take this program as instructor led full day program.

MISP Advantage

- We completely understand training requirements as we have over years of training experience.
- This has helped us discover more advanced methodical and strategic plans to train people and achieve their goals.
- We have 360 degree view of the customer requirement and provide effective solutions.
- We understand our clients and thus have compiled and consolidated all trainings to suit their requirements in more realistic approach.
- Our online system allows you to review and grade your progress, combined by telephonic Consultation, face to face meetings and weekly workshops.
- With our online system; people do not need to waste their precious time and they can access our training program round the clock 24x7.
- Our objective and goal is to see our clients achieve the desired goals and progress. We commit to extend all support to achieve the collective goals.
- You can reach our helpdesk and an education advisor will call to resolve your query.
- We track you throughout the process until we see you certified.

Mission Statement

MISP Trainings we are focused by relentless efforts on our seven core fundamentals. We constantly work to implement the critical initiatives required to meet our vision what we strive to achieve every day. During this journey, we deliver operational excellence, exceed our commitments and keep every client on 360 degree satisfaction level. We strive to be the best for our customers, employees, shareholders and all those who are associated with us.

Vision Statement

MISP Trainings aligns people and organizations towards their goals - whether in business, education, Innovation, research, individual growth, overall organization development; it is enabling individuals and organizations to achieve their goals. We translate advanced thought processes into values for our customers through our world class solutions, services and consulting businesses globally.