

COURSE FEATURES

Accounting and Budgeting



Course Overview

The CBP™ Accounting and Budgeting certification equips the business professional with the knowledge and skills necessary to successfully maximize a business's financial management.

The CBP™ Accounting and Budgeting certification course includes an overview of effective accounting practice, account management, bookkeeping, and budgeting methods. This course also offers a guide for understanding key financial terms, establishing a comprehensive financial reporting plan, operating accounts payable and accounts receivable, and separating managerial and financial accounting.

Who Should Attend?

This course is recommended for all finance professionals, accountants, bookkeepers, and business owners. It is intended to provide a concise overview of accounting policies and practices in order to equip professionals with the skills and experience necessary to effectively manage business finances and accounts.

Prerequisites

This course requires that students meet the following prerequisites:

1. The candidate must have a commitment to the pursuit of excellence.
2. The candidate must have completed or be in the process of completing a high school or secondary school diploma or similar educational standards.

What Students Will Receive

Students will receive an official course manual for post class reference and review.

Certification Preparation

This course prepares candidates to sit, or take, the Certified Business Professional exam – E80-881

Follow-up Courses

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| <input type="checkbox"/> Business Management | <input type="checkbox"/> Project Management |
| <input type="checkbox"/> Marketing | <input type="checkbox"/> Leadership |
| <input type="checkbox"/> Customer Service | <input type="checkbox"/> Tourism and Hospitality |
| <input type="checkbox"/> Sales | <input type="checkbox"/> Business Communication |
| <input type="checkbox"/> Human Resource Management | <input type="checkbox"/> English Grammar for Business |
| | <input type="checkbox"/> Business Etiquette |

Course Outline: CBP™ Accounting and Budgeting

Module 1: The Need for Accounting in Business

- The Purpose of Accounting
- The Risks of Poor Accounting Practice
- How Accounting Impacts Decision Making

Module 2: Accounting Terms

- Key Accounting Terms

Module 3: Generally Accepted Accounting Principles (GAAP)

- Generally Accepted Accounting Principles
- Why is GAAP Important?

Module 4: Double Entry Accounting

- The Accounting Equation
- Double Entry Accounting vs. Single Entry Accounting
- Practice Using the Accounting Equation

Module 5: Debits and Credits

- Explain Debits and Credits
- Examine Banking Debits and Credits

Module 6: Journal Entries

- The Importance of Journal Entries
- Creating and Recording Journal Entries
- Produce Sample Journal Entries

Module 7: Accounts Payable and Accounts Receivable

- Accounts Payable
- Accounts Receivable

Module 8: Financial Statements and Transaction Analysis

- Types of Financial Statements
- Sample Financial Statements
- Transaction Analysis

Module 9: Job Costing and the Cost of Goods Sold

- Job Costing
- Define the Cost of Goods Sold and How to Account for It

Module 10: Bookkeeping

- Define Bookkeeping
- Explain the Differences Between the Accrual Method and Cash-Based Accounting
- Explain General Ledger Accounts

Module 11: Inventory and Depreciation

- Explain Inventory Accounting and Why it is important
- Describe Depreciation and How it Impacts Business Finances

Module 12: Managerial Accounting vs. Financial Accounting

- Describe the Differences Between Managerial and Financial Accounting
- Describe How Managerial and Financial Accounting Work Together in an Organization

Module 13: Accounting Software

- Describe the Function of Accounting Software and its Advantages
- Explain How Businesses Can Incorporate Accounting Software into their Operations

Module 14: Budgeting

- Describe the Importance of Budgeting
- Identify the Elements of a Good Budget
- Explain the Different Types of Budgets
- Discuss How Data Informs the Budgeting Process
- Explain How to Create and Modify Budgets
- Create Sample Budgets