



Fundamentals of Accounting & Finance

Learn to master the fundamentals of accounting and finance, and take control of your company's financial matters!

Empower Yourself through Knowledge!

Course Outline

The course introduces participants to the fundamentals of accounting and finance. Key accounting aspects are discussed, such as the role of ethics and accounting principles. Participants will furthermore explore the process of analyzing business transactions and the preparation of elemental financial statements. Participants are also introduced to financial forecasting and budgeting.

Course Objectives

By the end of the course, participants will be able to:

- Explain the purpose and importance of accounting
- Explain generally accepted accounting principles and define and apply several of these principles
- Analyze business transactions using the accounting equation
- Identify and prepare basic financial statements and explain how they interrelate
- Perform financial statement analysis using financial ratios
- Design and use basic financial forecasting models in Excel
- Identify and prepare the building blocks of a master budget

Target Audience

Managers, supervisors and staff from any function, entrepreneurs and anyone interested in accounting & finance. No background in accounting or finance is required.

Key Topics

The key topics covered in the course are:

- The role of accounting in business
- Fundamentals of accounting: ethics and accounting principles
- Transaction analysis and the accounting equation
- Inventoriable costs versus period expenses
- Single-entry versus double-entry bookkeeping
- The accounting equation
- Preparing financial statements
- Financial statement analysis using financial ratios
- Use of financial statements and other information in forecasting
- Financial forecasting using Microsoft Excel
- Different approaches to the budgeting process
- Master budget components
- Steps in preparing budgets



Classes Overview



Examination

Participants need to complete three assignments successfully.

Participants should furthermore attend at least 5 out of the 6 classes.

A Certificate of Completion is awarded if the course is successfully fulfilled. Participants also receive an official transcript for their grades and course credits.

Course Facilitator

All our facilitators are enthusiastic and knowledgeable with a talent for making complex concepts simple. We all love what we do and our clients tell us it shows.

Facilitator for this course is: Mr. Edward M. Erasmus, MA

Edward is a certified trainer/facilitator and has many years of experience in facilitating different workshop and lectures in the fields of accounting, finance, entrepreneurship, innovation, project management, operations, marketing and social media.

Edward holds a bachelor's degree in Accounting and Finance and has a master's degree in Public Administration and Organization Sciences.



Course Fee in Aruban Florins

Per participant: AFl. 755.= (including turnover taxes)

Includes: course material, handouts, snacks, coffee and refreshments.

Flexible payment options are available. Contact us for additional information.

Register online here: <http://www.erasmusbpas.com/online-course-registration.html>

Location and Dates

Location: Learning Center at Club Kibrahacha 60+ (Piedra Plat 23)

Number of classes: 6

Time: 6:30 PM - 9:00 PM

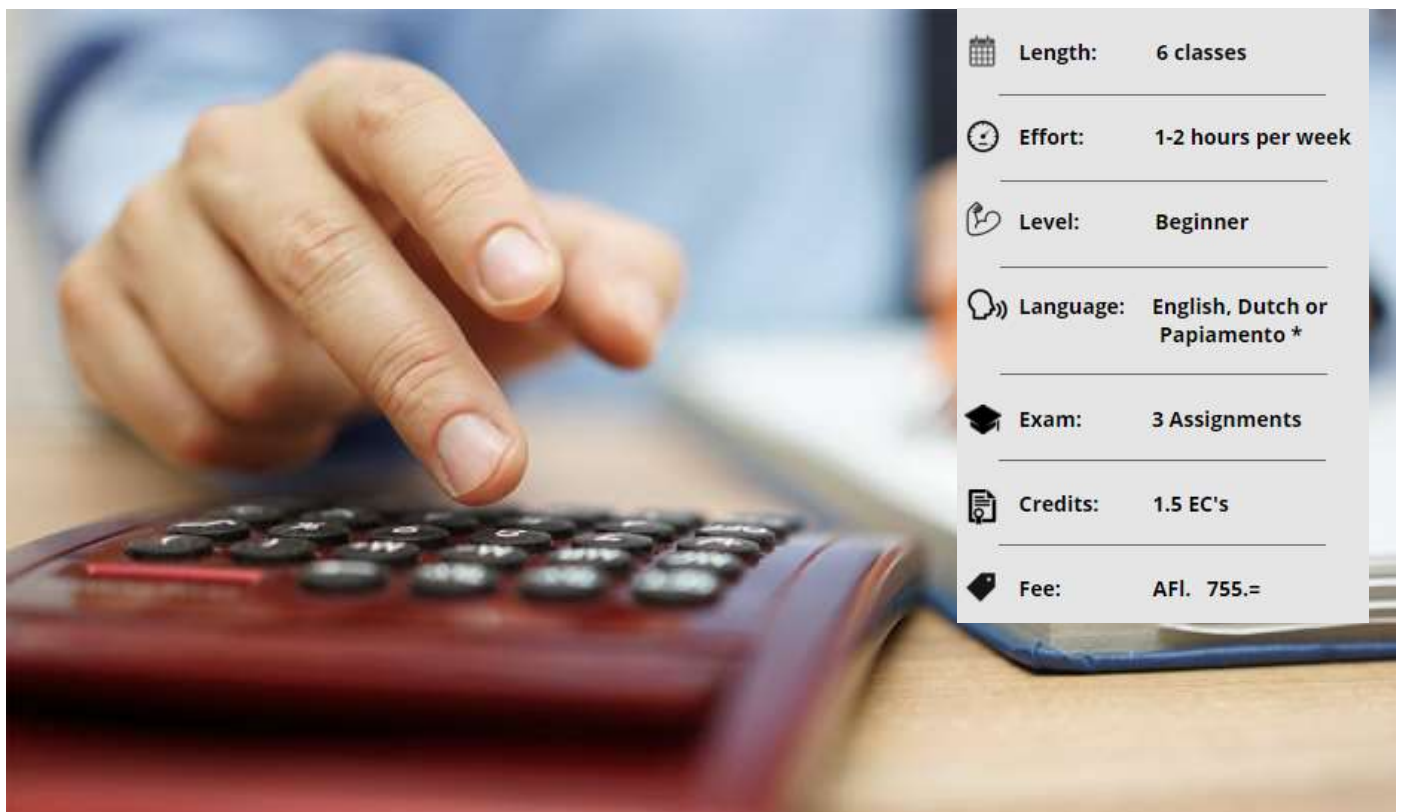
Please consult our website for information on the next start date for this course:




<http://www.erasmusbpas.com/fundamentals-of-accounting-and-finance.html>

We reserve the right to alter dates, content, venue and trainer.

Discount Plans

For organizations that want to maximize their Return on Investment in training, we provide a 2-plus-1 offer: Register 3 participants working at the same company on the same course and dates and pay only for 2. Contact us for additional information.



	Length:	6 classes
	Effort:	1-2 hours per week
	Level:	Beginner
	Language:	English, Dutch or Papiamentu *
	Exam:	3 Assignments
	Credits:	1.5 EC's
	Fee:	AFl. 755.=

Course & Workshop Registration & Payment Plan Form



How to Register

1. Bookings can be made by emailing the completed registration form to edward@erasmusbpas.com
2. Registration forms should be sent immediately to confirm the booking. A confirmation and location guide will then be sent accordingly.

Contact details:

Edward M. Erasmus, MA
 Erasmus Consulting & Training (EC&T)
 Telephone (297) 5885975
 Mobile (297) 5922380
 Email edward@erasmusbpas.com / hello@erasmusbpas.com

PLEASE PRINT CLEARLY

Course/workshop title :

Contact Person :	Position :
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Company :

Invoice Address :	Postcode :
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Telephone :	Email :
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Please enroll the course attendees below: (PLEASE PRINT CLEARLY)

Full name of attendee	Title/position	Email address

Total number of attendees:		Total course fee (see attached invoice):
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- Please invoice the organization / contact person above
 Please invoice each attendee separately
 Please add the contact/attendees to the training mailing list

Additional Needs / Dietary Requirements:
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PAYMENT PLAN FOR THIS COURSE:

Down payment of: AWG _____ prior to the start of the course.
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Payment of remaining amount of AWG

I have read and understood the terms of conditions given on the next page.	Signed
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Terms and Conditions for Bookings and Payments

General Requirements:

Course participants must be at least 18 years of age.

Course and workshop registration:

Registration for a course can only take place through the completion of our online registration form or by submission of a completed hard copy registration form (by email or personally delivered) to the attention of Erasmus Consulting & Training (EC&T).

Cancellation of Booking:

1. All course / registration cancellations must be notified in writing (i.e. via email or in hard copy). Course registrations / bookings may be cancelled up to twenty (20) days prior to the course and receive a full refund.
2. Course registrations / bookings cancelled less than twenty (20) days prior to the training or course will be charged 50% of the course fee.
3. Failure to notify of non-attendance will result in the full fee being charged.
4. You may substitute another participant (by notifying EC&T) at any time prior to the training or course, should a nominated person be unable to attend.
5. EC&T endeavors to run every course. However, we also reserve the right to cancel or postpone a course to an alternative date. All registered participants affected by such a cancellation will receive a full refund or offered the opportunity to transfer to the next available training or course.
6. In case of withdrawal after the start of a course, EC&T will withhold 100% of the course fee. In case the course fee has not been fully paid at the moment of withdrawal from the course, i.e. due to an existing payment plan, EC&T preserves the right to collect the outstanding fee amount.

Payment:

1. For all registrations received an invoice will be issued. For both Corporate and Individual bookings, payment in full is required, unless a payment arrangement has been granted by EC&T.
2. All invoiced amounts are due within 14 days of the invoice date. In case on non-payment EC&T may refuse access to the course.
3. In case of non-payment, a 1.5% interest penalty is payable per month from the due date. Both the extrajudicial, including 20% collection costs, as well as the judicial costs are at the expense of the client / participant. An AWG. 25.00 administration fee is also charged for late payments.

Force majeure:

Neither EC&T nor its employees are liable for non-performance of contractual obligations or damages to the extent that they are caused by force majeure, in particular fire, water, storm or other natural events, explosion, strike, war, civil unrest or other reasons outside the sphere of responsibility/influence of the EC&T.

Privacy Statement:

Erasmus Consulting & Training (EC&T) acknowledges and respects the privacy of individuals. We advise that the information that you provide on this form may constitute "personal information". This information is being collected for the purposes of processing your registration or enquiry, keeping you informed of upcoming events and assisting us in improving our service to you. The intended recipient of the information is EC&T. The provision of the information is voluntary, but if this information is not provided, EC&T may be unable to process your registration or enquiry. You have the right of access to, and alteration of, personal information concerning yourself. The information is being collected by EC&T and will be held by EC&T. Please contact us for any enquiries you may have in relation to this matter.

I have read and understood the Terms and Conditions for Bookings and Payments

Name

Address

Signature of participant

Date



CONTACT

ERASMUS CONSULTING & TRAINING

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Information given in this brochure is correct at the time of publication and is subject to alteration

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