

Finance and Budgeting Essentials for Business Professionals

Course Content –

Lesson 1: Reviewing Financial Basics

- Identify the Benefits of Finance
- Describe Financial Statements

Lesson 2: Interpreting Balance Sheets

- Identify Elements of Balance Sheets
- Analyze a Balance Sheet

Lesson 3: Interpreting Income Statements

- Identify Elements of Income Statements
- Analyze an Income Statement

Lesson 4: Interpreting Other Financial Statements

- Read Cash Flow Statements
- Read Statements of Stockholders' Equity
- Read Notes to Financial Statements
- Identify Elements of Financial Statements for Non-Profits

Lesson 5: Planning a Budgeting Approach

- Describe Budgeting Principles
- Choose What and How to Budget

Lesson 6: Utilizing Budgets

- Prepare an Operating Budget
- Prepare an Activity-Based Budget
- Monitor a Budget