

Soft-Train®



*At Soft-Train
Technology Works*

Resource Management (5 Days)

COURSE GOAL: To enable the student to prepare and justify a budget, monitor expenses and Manage procurement and contracting.

PREREQUISITES: None

LEARNING OBJECTIVES:

Upon completion of this course the student will be able to:

- Prepare a complete budget.
- Justify the budget using methods taught.
- Monitor the expenses of a project
- Procure and Contract out the work or materials for the project.
- Complete financial reports for the project

KEY TOPICS:

I. The Scope and Development of Accountancy in the Management of Financial Resources.

- A. Objective
- B. History of Accounting
- C. Financial Management and Accounting
- D. Public Sector Reporting
- E. Framework
- F. Trading Operations
- G. Data Collection System
- H. Financial Reporting
- I. Stakeholders
- J. Planning, Control and Decision Making

II. External Financial Reporting

- A. Users of Financial Reports
- B. Principal Accounting Statements
- C. Accounting Concepts

III. Assessment of Company Performance

- A. Need for Accounting Ratios
- B. Liquidity Ratios
- C. Profitability Ratios
- D. Efficiency Ratios
- E. Investment Ratios
- F. Stock Market Ratios
- G. Summary of Ratios
- H. Use of Ratios for Interfirm Comparison

IV. Cost Classification

- A.** Cost Objects
- B.** Classification of Costs
- C.** Activity Based Management
- D.** Strategic Management Accounting
- E.** Supply Chain Accounting

V. Planning and Control

- A.** Application of General Control Model
- B.** Management Control System
- C.** Budgeting
- D.** Budgeting in Non-Profit Making Organizations
- E.** Behavioral Issues

VI. Standard Costing and Budgetary Control

- A.** Budgetary Control Systems
- B.** Standard Costing
- C.** Establishing Cost Standards
- D.** Variance Analysis
- E.** Activity-based Budgeting
- F.** Links with the Value Chain

VII. Short-term Decision Making

- A.** Cost-volume-profit Analysis
- B.** Relevant Costs and Revenues for Decision Making
- C.** Activity-Based Costing

VIII. Investment Appraisal

- A.** Categories of Capital Investments
- B.** Context of Capital Investment
- C.** Objectives of Capital Investment
- D.** Capital Investment Process

- E.** Stakeholders and the Organization
- F.** Techniques for Appraisal
- G.** Adoption of Appraisal Techniques
- H.** Net Present Value Versus Internal Rate of Return
- I.** Relevant Cash Flows
- J.** Risk
- K.** Taxation
- L.** Investment Appraisal in the Public Sector
- M.** Private Finance Initiative
- N.** Post-Audit of Capital Investment Projects

IX. Pricing

- A.** Economist's View
- B.** Marketing Approach
- C.** Strategic Perspective
- D.** Factors to Consider
- E.** Accountant's Contribution
- F.** Pricing in the Public Sector
- G.** Use of Cost
- H.** Pricing Policies
- I.** Product Life Cycle
- J.** Target Costing

X. Performance Measurement and Transfer Pricing in Compartmentalized Organizations

- A.** Differentiation and Decentralization
- B.** Compartmentalization
- C.** Traditional Accounting Measures
- D.** Performance Measurement in Service Businesses
- E.** Performance Measurement in the Public Sector
- F.** Transfer Pricing