

TRAINING PROVIDER	
Singapore Professionals' and Executives' Cooperative Limited	
COURSE INFORMATION	
Course Title	Accounting 101: Financial Intelligence for New Business Owners & Non-Financial Executives
Language	English
Course Duration	1 day (7 hours / 9am to 5pm)
COURSE OUTLINE	
Course Overview & Objectives	<p>This course is designed for new business owners and executives who do not have the expertise or specific financial training.</p> <p>By equipping yourself with the basic working knowledge of financial statements and calculations, you will be able to make sound decisions about all aspects of a business. You will learn how to read and interpret a few basic financial instruments, so that you can recognize opportunities to increase revenue, monitor costs and manage resources.</p> <p>By improving your financial know-how as an employee, you will empower yourself in many ways. You will know how to justify requests and translate performance into financial terms. You will be able to quantify your department's contribution to the organization — and your own. You will be able to communicate more effectively with your management and stakeholders about the financial results you have achieved and those you plan to deliver.</p>
Key Topics Covered	<p>In this course, you will learn the following ten financial instruments:</p> <ol style="list-style-type: none"> 1. Budget 2. Balance sheet 3. Income statement 4. Statement of cash flows 5. EBITDA (earnings before interest, taxes, depreciation & amortization) 6. Break-even analysis 7. Liquidity ratios 8. Profitability ratios 9. Leverage ratios 10. Efficiency ratios
Learning Outcomes	<p>Successful completion of this course will increase your ability to:</p> <ul style="list-style-type: none"> • Identify the advantages of analyzing financial information. • Understand the purpose and benefits of budgets. • Differentiate among various financial instruments. • Conduct horizontal and vertical analyses using your organization's financial information. • Recognize which ratios are most important to your organization.

Learning Methodology	The workshop will be delivered in an interactive learning setting and offers the opportunity to apply the concepts in a risk-free environment with simulated exercises and practices; mini case studies; trainer-facilitated group sharing and discussions, self-reflection and action planning; etc.
Who Should Attend	This course will benefit new business owners and non-financial executives who want to improve their financial know-how through guided hands-on exercises.