



Accounting Skills for New Supervisors

Description: This class teaches the student everything from how to locate rules and regulations for a particular area and industry; how to read a budget; the basics of bookkeeping; to reading annual reports, and much more! Finances shouldn't be daunting, and this class has all of the material necessary to make it interesting and engaging for students.

Session One: Course Overview

Session Two: Getting the Facts Straight

- Starting with the Basics
- Your Role in Company Finances
- Getting to Know the Players
- Identifying the Key Players in Your Organization
- Small Group Presentation
- Governing Organizations

Session Three: The Accounting Cycle

- Underlying Principles
- Overview of the Accounting Cycle
- Case Study: Happy Haircuts

Session Four: The Key Reports

- The Income Statement
- Sample Income Statement
- The Balance Sheet
- Sample Balance Sheet
- Other Reports
- Finance Jeopardy

Session Five: Keeping Score

- Understanding the Chart of Accounts
- Single vs. Double Entry Accounting
- Self-Test

Session Six: A Review of Financial Terms

- Match Up!

Session Seven: Understanding Debits and Credits

- Understanding Debits and Credits
- Working with Debits and Credits

Session Eight: Your Financial Analysis Toolbox

- Identifying the Relevant Data
- Analyzing the Data
- Reading Annual Reports
- Case Study
- Decision Making Tools

Session Nine: Identifying High and Low Risk Companies

- General Guidelines
- Case Study

Session Ten: The Basics of Budgeting

- Defining a Budget
- The Budgeting Process
- Case Study

Session Eleven: Working Smarter

- Computer Survival Skills
- Things to Consider When Choosing Accounting Software

Session Twelve: People and Numbers

- Case Study
- Workshop Wrap-Up