

Certificate course in Advanced Accounting and Financial Management

Course Syllabus:

Module 1: Advanced Accounting Techniques

- **Understanding Financial Statements:** Learn how to analyse key financial documents such as Income Statements, Balance Sheets, and Cash Flow Statements to assess the health of a business.
- **Ratio Analysis:** Simplified methods for analysing liquidity, profitability, and solvency ratios to make informed financial decisions.
- **Recording Complex Transactions:** Practical techniques for handling various business transactions, including purchases, sales, and financial adjustments.
- **Preparation of Final Accounts:** Step-by-step approach to preparing final accounts, including balance sheets and profit & loss statements.

Module 2: Financial Management

- **Budgeting & Forecasting:** Learn how to create realistic budgets and financial forecasts to manage cash flow and plan for growth.
- **Cost Control Techniques:** Understand how to track, reduce, and manage costs effectively for better profitability.
- **Working Capital Management:** Develop strategies to manage working capital, including cash and receivables management, for smoother day-to-day operations.

Module 3: Practical Financial Management & Reporting Using Software

In this module, participants will gain hands-on experience in creating and interpreting essential financial reports, such as balance sheets, profit & loss statements, and cash flow statements, using accounting software. They will learn how to track and analyse financial data to make informed business decisions. Additionally, participants will be introduced to budgeting and forecasting techniques, which will help them plan for future financial needs, set realistic goals, and monitor financial performance over time. These skills are critical for maintaining a healthy cash flow, optimizing resources, and ensuring the business stays on track for long-term success.

Certification

Upon successful completion of the course, participants will receive a certificate of completion from the Centre for Innovative Skill-Based Courses under the Open Learning Development Center, School of Open Learning, University of Delhi.

Course Fee

Rs. 6000

Additional Information:

- **Course Duration:** 2 Months
- **Total Hours:** 16 Hours (2 Hours Class per week)
- **Eligibility:** XIIth Pass