



Accounting and Finance

a Course Guide

for Students & Professionals

This is a free guide to your learning journey towards mastering
crafts, developing talents and honing skills.

How to Use this Course Guide?

Treat this as a checklist of subjects to learn.

As soon as you finish studying or learning the subject, time to put it a check.

Use every word or phrase as a search “keyword”.

Copy it and paste in on search engines like Google or video sites like YouTube. Find the most relevant search result, go to the page, copy the link and paste it on a study spreadsheet. Do this for the subjects you are interested to learn about in a specific time period.

Make a Study Spreadsheet.

Just a simple guide sheet with two or three columns for topics and references, use it as guide on your self-learning mission.

Set a goal and achieve it.

Say you want to learn the main subject in a week, update your spreadsheet with that timeline. At the end of the year, you could have already finished a course.

Make use of the best websites.

Google Books, Wikipedia, HowStuffWorks, Investopedia, YouTube, TED and Forbes are just among of the most useful websites today. They are free information sources. Use them.

Challenge yourself to become better.

Find online a set of questions related to the subject and take it. You can also browse “Test Yourself” sections of some books available on hand or in your school. You can also participate on discussions online to test your level of learning.

Apply what you've learned.

If you're a professional, show them you know how to do it. If you're a student, get that school paper or thesis done based on what you've learned. Pass an exam, invent a thing or develop a solution – there are endless possibilities when it comes to knowledge application.

Always look for something new.

Everyday, new ideas come in, new inventions are released. Strive to learn the latest in your field by searching online.

☐ **A. Financial Reporting in Business**

- ☐ Accounting Language
- ☐ The Accounting System
- ☐ Double Entry
- ☐ Bookkeeping and Accounting
- ☐ Accounting Principles
- ☐ Internal Functions of Accounting
- ☐ External Functions of Accounting

☐ **B. Theory Base of Accounting and Accounting Standards**

- ☐ Accounting Process
- ☐ Accrual-Basis Accounting
- ☐ GAAP
- ☐ Zen Accounting
- ☐ Checks and Balances
- ☐ Audits
- ☐ Source Documents and Vouchers for Recording of Transactions

☐ **C. Financial Statements**

- ☐ The Income Statement
- ☐ The Balance Sheet
- ☐ The Statement of Cash Flows
- ☐ Management Profit Report
- ☐ Contribution Margin Analysis
- ☐ Subsidiary Books of Business
- ☐ Trial Balance and Errors

☐ **D. Financial Ratios**

- ☐ Profit Ratios
- ☐ Book Value Per Share
- ☐ Earnings Per Share
- ☐ Market Value Ratios
- ☐ Debt-Paying-Ability Ratios
- ☐ Asset Turnover Ratios
- ☐ Depreciation

☐ **E. Assets and Sources of Capital**

- ☐ Assets and Sources of Capital for Assets
- ☐ Connecting Sales Revenue and Expenses with Operating Assets and Liabilities
- ☐ Capital Structure of Business
- ☐ Return on Investment
- ☐ Pivotal Role of Income Tax
- ☐ Return on Equity (ROE)
- ☐ Profit Growth Plan
- ☐ Planning Assets and Capital Growth

☐ **F. Management Accounting**

- ☐ Management Cost Accounting
- ☐ Cost Accounting
- ☐ Job-Order and Process Costing Systems
- ☐ Standard Costing
- ☐ Static and Flexible Budgeting

☐ **G. Management Accounting Systems**

- ☐ Balanced Scorecard
- ☐ Hybrid Costing
- ☐ Just-in-Time Inventory
- ☐ Operation Costing Systems
- ☐ Environmental/Full Cost Accounting
- ☐ Target Costing
- ☐ Transfer Pricing

☐ **H. Profit and Cashflow Analysis**

- ☐ Management Profit Report
- ☐ Fixed Operating Expenses
- ☐ Depreciation
- ☐ Interest Expense

☐ **I. Capital Investment Analysis**

- ☐ Investment Returns
- ☐ Business as an Ongoing Investment Project
- ☐ Cost of Capital
- ☐ Short-Term and Long-Term Asset Investments
- ☐ Time Value of Money and Cost of Capital
- ☐ Discounted Cash Flow (DCF)
- ☐ Net Present Value and Internal Rate of Return (IRR)
- ☐ After-Tax Cost-of-Capital Rate
- ☐ Regarding Cost-of-Capital Factors

☐ **J. Taxation**

- ☐ The Principal Taxes
- ☐ Corporate Income and Deduction Tax Issues
- ☐ Alternative Minimum Tax (AMT)
- ☐ Tax Credits
- ☐ Tax Practice

☐ **K. Manufacturing Accounting**

- ☐ Manufacturing Costs
- ☐ Production Capacity
- ☐ Sales Volume
- ☐ Fixed Costs and Sales Volume Changes
- ☐ Sales Price
- ☐ Changes in Product Cost and Operating Expenses
- ☐ Price/Volume Trade-offs
- ☐ Cost/Volume Trade-offs
- ☐ Cash Flows

☐ **L. Final Accounts of Trading Concerns**

- ☐ Accounts of Non-trading Organizations
- ☐ Consignment Account
- ☐ Joint Venture Accounts
- ☐ Branch Accounts
- ☐ Financial Statement Differences of Service Businesses
- ☐ Management Profit Report for a Service Businesses

☐ **M. Management Control Information**

- ☐ Internal Accounting Controls
- ☐ Independent Audits and Internal Auditing Fraud
- ☐ Management Control Reporting Guidelines
- ☐ Sales Mix Analysis and Allocation of Fixed Costs
- ☐ Budgeting Overview
- ☐ Sarbanes-Oxley Act

☐ **N. Accounting Software**

- ☐ Modules
- ☐ Features and Functionality
- ☐ Implementation
- ☐ Types and Models
- ☐ Pricing Considerations
- ☐ Solutions and Market Trends

Book References:

Accounting for Managers, William H. Webster
The Fast Forward MBA in Finance, John A. Tracy
Guide to Financial Management, John Tennent

This is your Free Learning Course Guide.

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The best way to start a learning journey is by finding a course outline or curriculum that will guide the learner. Where to find it? In the Table of Contents (TOC) of a book written by a reputable author. You don't have to own the book but just look for their TOCs details from Book Stores, online or physical. Also, you can visit a library and browse books there. That would be a very practical way!

Then next is to surf YouTube, Wikipedia, Investopedia, Google and a few other reliable knowledge and information sources online and create a list of links for each topic and sub-topic based on the TOC. You are ready to learn for free at that point - with a learning guide available on hand.

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