

## Learning Objectives:

After completing this course, you should be able to:

1. Compute the cost of credit using different methods.
2. Calculate due dates.
3. Define and compute the cost of capital.
4. Recognize the major steps in budget preparation.
5. Calculate a production budget.
6. Identify budget accuracy ratios.
7. Recognize importance of cash budgeting and the steps involved.
8. Identify different methods used for business forecasting.
9. Recognize how regression analysis can be used, and the implication of regression statistics.
10. Recognize the attributes of the Chi-Square test.
11. Identify components of the cash flow statement and different financing activities.
12. Recognize how to manage cash and accounts receivable properly.
13. Calculate cash flow from operations and average collection periods.
14. Identify key concepts behind the economic order quantity (EOQ).
15. Calculate inventory reorder point.
16. Recognize the concepts of the ABC inventory control method.
17. Recognize sales ratios used by management.
18. Calculate the relationships among price, costs, volume, and profit.
19. Identify how to calculate the break-even sales.
20. Recognize how the elasticity of demand affects total sales revenue.
21. Recognize how the risk-return tradeoff is important in decision making.
22. Calculate payback periods for different projects.
23. Calculate the present value and identify how to calculate the present value of an annuity.
24. Calculate the profitability index.
25. Recognize internal rate of return and capitalization rate.

26. Recognize some commonly used operating ratios
27. Identify how to use charting to help communicate business operations
28. Recognize the components of the balance sheet, including assets and equity.
29. Identify attributes of the income statement.
30. Recognize different ratios used in financial analysis, including liquidity, debt and profitability ratios.
31. Identify how management can use and improve ROI.
32. Compute residual income and identify how it is different than ROI.
33. Recognize how marginal analysis can be used for business decisions.
34. Calculate average (mean), median, and mode.
35. Compute standard deviation.
36. Recognize the coefficient of variation and the normal distribution.
37. Recognize different types of insurance
38. Identify insurance terms such as coinsurance and fair payment
39. Identify the basis for how much insurance is needed
40. Recognize how to determine human resource needs
41. Identify attributes of a benefits package
42. Recognize the cost factor of human resources and how it varies by organization types
43. Recognize different methods used for determining the price of a business.