

# **Certified Professional Accountant Manager (CPAM)**

**Duration:** 4 days(32 Hours)

## **Course Outline:**

### **Module 1 - Accounting - Merchandising Transactions**

- Merchandising Transactions
- Gross Selling Price
- Returns and Allowances
- Cost of Goods Sold
- Classified Income Statement

### **Module 2 - Measuring and Reporting Inventory**

- Merchandise Inventory
- Determining Inventory Costs
- Four Inventory Costing Methods
- Pro's and Con's of the Four Costing Methods
- Journal Entries for the Perpetual Inventory Procedure
- Departures from Cost Basis for Inventory Measurement

### **Module 3 - Accounting - Control and Monitoring of Cash Assessment**

- Control of Cash
- Internal Controls
- Controlling Cash
- The Bank Checking Account
- Bank Reconciliation
- Petty Cash Fund

### **Module 4 - Accounting - Receivables and Payables**

- Accounts Receivable
- Uncollectable Accounts
- Write-offs and Recoveries
- Current Liabilities
- Notes Receivable and Note Payable

- Short Term Financing through Notes Payable

#### **Module 5 - Adjustments for Financial Reporting**

- Cash versus Accrual Basis Accounting
- Classes and Types of Adjusting Entries
- Adjustments for Deferred Items - Expenses
- Adjustments for Deferred Items - Depreciation
- Adjustments for Accrued Items

#### **Module 6 - Accounting and Its Use in Business Decisions**

- The Accounting Environment
- Accounting Defined
- Overview of Accounting
- Financial Statements of Business Organizations
- The Financial Accounting Process
- How Transactions Affect Income Statements and Balance Sheets
- Dividends and Equity Ratios
- Corporate versus Sole Proprietorship or Partnership Accounting

#### **Module 7 - Recording Business Transactions in Accounting**

- The Account and Rules of Debit and Credit
- Recording the Transactions
- The Accounting Cycle
- The Accounting Process in Operation
- Analyzing and Using the Financial Results
- The Use of Ledger Accounts

#### **Module 8 - Completing the Accounting Cycle**

- The Work Sheet
- Preparation of Financial Statements from the Work Sheet
- Accounting Systems: From Manual to Computerized
- The Closing Process
- A Classified Balance Sheet
- Analysis-Current Ratio

#### **Module 9 - Accounting Theory**

- Traditional Accounting Theory
- Major Principles
- Modifying Conventions
- Objectives of Financial Statements
- Basic Elements of Financial Statements

#### **Module 10 - Financial Topics**

- Foundation 1
- Foundation 2
- Checking Accounts
- Short Term Savings
- Credit
- Summary
- Foundation 3
- Money Management
- Matching Product
- Comparison with Cash Management
- Emergency Fund
- Managing Debt
- Insurance and Protection
- Employee Wages
- Employee Benefits
- Stock and Commodities Markets
- Inflation
- Homeowners Insurance
- Taxation
- Shares and Bonds