Certificate Course in Advanced Accounting & Financial Management

Offered by Centre for Innovative Skill-Based Courses
Open Learning Development Centre, University of Delhi

Duration: 02 Months/16 Hours
Mode of Conduct: Offline
Eligibility: 12th Pass (Any Stream)
Attendance Requirement: Minimum 80% attendance is compulsory for certification.

About the Course

This course is designed to provide learners with practical knowledge of **advanced accounting techniques and financial management**. It focuses on financial statement analysis, ratio analysis, complex business transactions, preparation of final accounts, budgeting, forecasting, cost control, working capital management, and financial reporting using accounting software.

The course combines conceptual understanding with practical application to help learners develop the skills required to analyse financial information, prepare financial reports, manage business finances, and support informed financial decision-making.

Course Objectives

- To develop an understanding of advanced accounting techniques.
- To enable learners to analyse financial statements and financial performance.
- To develop practical skills in recording complex business transactions.
- To provide knowledge of final accounts preparation.
- To introduce budgeting and financial forecasting techniques.
- To develop understanding of cost control and working capital management.
- To provide hands-on experience in financial reporting using accounting software.

Detailed Course Structure

Module 1: Advanced Accounting Techniques

Topics Covered:

- Understanding Financial Statements
    - Income Statements
    - Balance Sheets
    - Cash Flow Statements
    - Assessing the financial health of a business

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- Ratio Analysis
  - Liquidity Ratios
  - Profitability Ratios
  - Solvency Ratios
- Recording Complex Transactions
  - Purchases
  - Sales
  - Financial Adjustments
- Preparation of Final Accounts
  - Preparation of Balance Sheet
  - Preparation of Profit & Loss Statement
  - Step-by-step final accounts preparation

Module 2: Financial Management

Topics Covered:

- Budgeting & Forecasting
  - Preparing realistic budgets
  - Financial forecasting
  - Cash-flow planning
  - Planning for business growth
- Cost Control Techniques
  - Tracking costs
  - Cost reduction
  - Effective cost management
  - Improving profitability
- Working Capital Management
  - Working capital concepts
  - Cash management
  - Receivables management
  - Strategies for smooth day-to-day operations

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Module 3: Practical Financial Management & Reporting Using Software

This module provides **hands-on practical training** in preparing and interpreting financial reports using accounting software.

Topics Covered:

- Preparation and analysis of:
    - Balance Sheet
    - Profit & Loss Statement
    - Cash Flow Statement
- Tracking and analysing financial data
- Using financial information for business decision-making
- Budgeting and forecasting using accounting software
- Planning future financial requirements
- Setting financial goals
- Monitoring financial performance
- Cash-flow management
- Resource optimization
- Practical financial reporting

Assessment & Certification

Learners will be assessed through practical activities and application-based exercises related to accounting, financial analysis, reporting, budgeting and financial management.

Upon successful completion of the course, participants will receive a **Certificate of Completion from the Centre for Innovative Skill-Based Courses (CISBC), under the Open Learning Development Centre, School of Open Learning, University of Delhi.**

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Learning Outcomes

After successful completion of the course, learners will be able to:

- Analyse basic financial statements.
- Perform ratio analysis for financial decision-making.
- Record complex business transactions.
- Prepare final accounts and financial statements.
- Develop basic budgets and financial forecasts.
- Apply cost-control techniques.
- Manage working capital effectively.
- Prepare and interpret financial reports using accounting software.
- Use financial information to support business decisions.

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