

Syllabus – Certificate program

Chapter I. The Business Stage

Learn a new visual map that shortcuts the time and effort to understand *financial statements*. Training is done through four animated lectures that are reinforced with five interactive quizzes.

a. The 4 Main Players (accounts)

This part shows how just four (4) fundamental players/accounts, namely: **Sales, expenses, assets and funds** set the stage where all financial transactions in a business take place. We will later learn why the transactions that link the players are called *double-entries*.

b. The Derived Players

A detail of the *players, or accounts* that lie beneath the four main players. For instance, beneath *assets*, we have *current assets, fixed assets* and *other assets*. This part was designed to clarify the meaning and structure behind the *chart of accounts*. The *chart of accounts* is a hierarchical catalog that lists the accounts that make up the financial statements of a business.

c. The 12 Double-entries that Link the Stage

A description of what *double-entries* are, how they work and why all *double-entries* come from just 12 basic possibilities. Understanding these 12 *double-entries* will **demystify the debits and credits ordeal once and for all**.

Chapter II. Building and Evaluating Financial Statements – The Story of a Business

By watching one animated lecture and completing an interactive case study, you will learn how to build financial statements from scratch, one *building block, or one double-entry* at a time. Once you build the financial statements, you will perform financial analysis to help you evaluate the position of a business. This chapter will help you understand the meaning behind financial statements, which is useful for making savvy business decisions. This is because financial statements tell us the story of a business.

Final Exam & Certification

A final exam is administered. Grades 80% and higher will obtain a certificate of successful completion. Grades 90% and above may be eligible to become certified Financial Qbits facilitators.