

# HS

## HIGH SKILLS

Formação e Consultoria

**Specialization MINI-MBA Expertise in Imports and Exports of Management – Accounting and Financial Perspective - Online**



**Coordinator: Dr. Gonçalo Caiado**

## Index

Total Length .....	2
Target Audience .....	2
General objective .....	2
Specific objectives .....	2
Modular structure and workload .....	3
Program Content .....	3
Methodology .....	6
Students Assessment .....	6
Didactic Resources .....	6
Training Team .....	7
Conditions .....	7
Possible Contacts for more Informations: .....	8



## **Plan of Specialization Mini-MBA Expertise in Imports and Exports of Management – Accounting and Financial Perspective - Online**

### **Total Length**

50 Hours

### **Target Audience**

This course is intended for all those wishing to obtain or enhance knowledge and skills in accounting and finance in the area of exports and imports, in a short period of time.

### **Prerequisites**

The necessary prerequisites to attend this course are:

- Have access to a computer or tablet with an Internet connection and browser (program to browse the web) such as Chrome, Safari, Firefox or Internet Explorer;
- You can access the course from any computer (for example, at home and at the office), tablet or smartphone.

### **General objective**

This course will focus on the main issues included in financial area of an organization (Accounting, Accounting for Imports and Exports, Management and Financial Analysis, Excel for Financial) in order to provide a complete mastery of the most important aspects in each from them.

This course aims to provide and update skills to enable master the key issues within the accounting and finance, with special focus on accounting of imports and exports.

### **Specific objectives**

At the end of this course participants will:

- Know what they consist and what are the main functions in an organization;
- What constitutes accounting;
- Know which consist of several optical or perspectives (financial, economic and monetary), which accounting records associated with each viewpoint and have the ability to "read" and understand this information;
- Knowing conduct the accounting records of the transactions related to imports and exports;
- What constitutes the Financial Management and its main objectives;
- Have knowledge of the most relevant aspects related to financial stability;
- Be aware of the specifics of a budgetary procedure;
- What constitutes the Financial Analysis and master their main techniques;
- With knowledge, enabling use the spreadsheet (Excel) in an optimal way within the accounting and finance.

## Modular structure and workload

Module	Duration
<i>Module 0 – Opening</i>	
<i>Module 1 – “Accounting”</i>	12h
<i>Module 2 – “Accounting for imports and exports”</i>	12h
<i>Module 3 – “Management and Financial Analysis”</i>	6h
<i>Module 4 – Excel for Financial</i>	12h
<i>Module 6 – Exam Preparation</i>	8h
<i>Module 7 – Closing</i>	
<b>Total</b>	<b>50h</b>

## Program Content

### **Module 0 – Opening**

- Presentation of trainers and trainees;
- Presentation of the objectives and training program operating methodologies.

### **Module I – “Accounting”**

- Introduction:
  - Business concept;
  - Functions;
  - The formal and informal organization.
- The "Accounting":
  - Concept;
  - Types of accounting;
  - The account (accounting);
  - The accounting handling;
  - The balance of an account;
  - The double entry method or the double entry.
- Optical / financial perspective:
  - Goal;
  - “Balance”;
  - Depreciation and amortization;
  - Provisions;
  - Main accounts.

- Optical / economic perspective:
  - Goal;
  - The "income statement for the year ";
  - Main accounts.
- The monetary perspective:
  - Goal;
  - The "box Sheet".
- Other accounting records:
  - The "Diary";
  - The "Reason";
  - The "Balance ".

## **Module II – “Accounting for imports and exports”**

- Shopping and placed in storage:
  - Credit purchases;
  - Shopping with additional costs (shipping and handling);
  - Intra-Community purchases (€);
  - Intra-Community purchases (other currency);
  - Purchases to a country outside the EU;
  - Discount shopping;
  - Shopping with deferred settlement.
- Cost formulas:
  - Cost formula "Specific identification";
  - Formula FIFO costing;
  - Cost formula Weighted Average Cost.
- Sales:
  - Sale of goods;
  - Sales to customers resident in another EU member state;
  - Sales to customers outside the EU;
  - Selling goods on deferred settlement terms;
  - Sale of goods by applying the retail method;
  - Sales of goods held by third parties.

## **Module III – “Management and Financial Analysis”**

- The Financial function:
  - Types flows;
  - The evolution of the financial function;
  - The cash budget;
  - The financial plan.
- The "Financial management":
  - Concept;
  - Objectives of the "Financial Management".

- The Financial balance:
  - The "Working capital";
  - The "Functional balance";
  - The needs of "Working capital";
  - The "Net Cash";
  - Typical treasury situations.
  
- The "Budget Process";
  
- The "Financial Analysis":
  - Concept;
  - Techniques "Financial Analysis":
    - The certification of the "Financial Statements";
    - The comparison of "Financial statements";
    - The "Ratios".

### **Module IV – “Excel for Financial”**

- Emphasizing the main capabilities of Excel for optimal use within the accounting and finance;
- Variations analysis;
- Scenario analysis;
- Sensitivity analysis;
- Achieve goal and solver;
- Optimal use of graphics under finance;
- The principal financial functions;
- Using conditional formatting in reporting;
- PivotTables;
- Neutral sales;
- ABC analysis;
- Financial models;
- The protection of information;
- Links between files;
- Macros;
- Use shortcuts.

### **Module V – Exam Preparation**

#### **Module V – Closing**

- Course evaluation: trainers and trainees.

## Methodology

This course aims to promote an interactive environment between the trainer and the group as well as among all trainees. Like this refers to an approach of the contents through the use of diverse methods and teaching techniques.

<b>Moment / Objective</b>	<b>Method / Technique</b>
In every modules.	Expository Demonstrative Active

## Students Assessment

The assessment techniques indicated are framed by the three time points as follows, expressed by the following table:

<b>Moment</b>	<b>Technique</b>	<b>Instrument</b>	<b>Objective</b>
Initial	Oral questions formulation	Script of questions	Prerequisites verification
Formative	Observation	Grid Observation	Performance assessment throughout the sessions
Summative	Assessment	Test	

## Didactic Resources

- Theoretical documentation;

## Training Team

### **Dr. Gonçalo Caiado**

#### **Qualifications**

Degree in Economics  
Post-Graduation in Investment  
Management and International Trade Specialization Course in Financial and Auditing  
Consultant/Trainer  
Certified Accountant



#### **Summary of your Skills**

Professional career developed in the areas of Training, Banking and Accounting , with emphasis on topics such as: Audit, Internal Control, Taxation and Team Management. Trainer since 2007, giving several training actions in national and international contexto, at the business level (Intra and Inter Companys) or in the context of a room for a varied audience (Employees and Unemployed).

Of the functions performed in Banking, the role of Internal Control and Internal Trainer in Financial Institution stands out. In Accounting, Enrolled in the Chamber of Chareted Accountants since 2001, being responsible for the accouting of several companies.

#### **Professional Career**

Since 2021, Trainer at High Skills Lda. – Formação e Consultoria Lda.

Since 2001, Certified Accountant Registered at the Chamber of Chareter Accountants since 2001, being responsible for accouting for several companies in different sectors of activites.

Since 2013, Liaison Consultant and Specialist, in the area of Management, in the PME Training Program with training in the business context and trainer of several model units certified by various training entities.

From January 2011 to December 2012, Function of coordinator of the Internal Control Office in a financial institution.

From 2008 to 2011, Internal Auditor in Financial Institution.

## Conditions

**If you have more than two participants contact us to know our business benefits!**

#### **High Skills – Formação e Consultoria, LDA.**

Avenida de Berna, nº 8 1050-040 Lisboa, Portugal  
Nº fiscal: 513 084 568

Registration is confirmed only after issuance of the pro-forma invoice / final invoice and payment thereof.



## Cancellations and Miss of Presence

Trainee/s may cancel their subscription up to 6 business days prior to the course start date.

The (s) trainee (s) may be substituted by other (s) participant (s) and must report the change within 5 working days before the course starts.

If Trainee (s) don't show up at the beginning of the training day will not lead to a refund of the registration fee and will be charged in full.

## Application form

1. CLIENT (Fill in when the Forming is not final customer)			
Entity:		Telephone:	
Responsible:		E-mail:	
Address:			
Postal Code:		Fax:	
VAT Number:			
2. GRADUATES DATA			
Name:			
E-mail:			
Naturality:	Specialization Mini-MBA Expertise in Imports and Exports of Management - Online		
Mini-MBA:			
Birth Date:		Nacionality:	
Passport:		Expiration date:	

## Possible Contacts for more Informations:

E-mail: [geral@highskills.pt](mailto:geral@highskills.pt)

Phone: 351 217 931 365

