

Specialization Mini-MBA in Financial Analysis - Online



Coordinator – Dr. Gonçalo Caiado

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Plan of Specialization Mini-MBA in Financial Analysis – Online

Total Length

50 Hours

Target Audience

This Specialization Mini-MBA is intended for those who want to obtain or enhance knowledge and skills in financial analysis, within a short period of time.

Outcome Profile

All students receive a certificate at the end of participation in MINI-MBA.

Additionally participants can also on voluntary basis and without any additional cost, to undergo an evaluation exam at the end of the Specialization Mini-MBA, receiving in case of approval, a certificate of "approved the Evaluation Exam." This certificate provides access to academic equivalence of disciplines the top level of a Bachelor or Master according to the university chosen by the student.

The High Skills cannot ensure the level of credits earned as these are only the responsibility of the university and Specialization Mini-MBA chosen by the participant.

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 Objectives

This Mini-MBA will focus on key thematic components under the financial area of an Organization (Accounting, Management and Financial Analysis, Management Control, Excel for Financial) with the aim of providing a complete mastery of the most important aspects in each from them. When we conduct this Mini-MBA have as main objective to provide and update skills to enable master key aspects within the accounting and finance.

Specific Objectives

At the end of this Specialization Mini-MBA participants will:

- ✓ What constitutes and what are the main functions in an organization;
- ✓ What constitutes accounting;
- ✓ Knowing that consist of various optical or perspectives (financial, economic and monetary), which accounting records associated with each optics and have the ability to "read" and understand this information;
- ✓ To know what is the Financial Management and its main objectives;
- ✓ Be aware of the most important aspects associated with the financial balance;
- ✓ Be aware of the specifics of a budgetary procedure;
- ✓ To know what is the Financial Analysis and master their main techniques;
- ✓ Have domain of the main aspects related to planning in an organization;
- ✓ Knowing what constitutes the Management Control and responsibility centers;
- ✓ Know the main management control systems;
- ✓ Have acquired skills that enable you to 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 I – “Accounting”</i>	12h
<i>Module II – “The Management and Financial Analysis”</i>	12h
<i>Module III – “The Management Control”</i>	6h
<i>Module IV – Excel for Financial</i>	12h
<i>Module V – Optional – Examination</i>	8h
<i>Module VI – Closing</i>	
Total	50h

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;
 - Formal and informal organization.

- The “Accounting”:
 - Concept;
 - Accounting Types;
 - The bill (accounting);
 - The accounting handling;
 - The balance of an account;
 - The double entry method or the double entry.
- The optical / financial perspective
 - Objective;
 - The “Balance”;
 - Depreciation and amortization;
 - Provisions;
 - Key accounts.
- The optical / economic perspective:
 - Objective;
 - The "income statement for the year";
 - Key accounts.
- Monetary optics:
 - Objective;
 - “Box Sheet”;
- Other accounting statements:
 - The “Diary”;
 - The “Reason”;
 - The “Balance sheet”.

Module II – “The Management and Financial Analysis”

- The Financial function:
 - Types of flows;
 - The evolution of the financial function;
 - The cash budget;
 - The financial plan.
- “Financial management”
 - Concept;
 - "Financial Management" objectives.
- The financial balance:
 - The "Working capital";
 - The "functional balance";
 - The needs of "Working Capital Fund";
 - The "Net Cash";
 - Typical treasury situations.
- The "Budget Process";
- The "Financial Analysis":
 - Concept;
 - "Financial Analysis" techniques:
 - Certification of the "Financial Statements";
 - The comparison of "Financial statements";
 - Ratios.

Module III – “The Management Control”

- The "Planning":
 - “Vision”, “Mission” and “Values”;
 - The Strategy;
 - The "Strategic Planning";
 - The “Operational Planning”.
- The “Management Control”:
 - Concept;
 - The "responsibility centers";
 - Systems of "management control":
 - The “OVAR method”;
 - The “Tableau de bord”;
 - The “BSC - Balanced Scorecard”;
 - The “Reporting”;
 - The “Incentive Systems”.

Module IV – “Excel for Financial”

- Highlight was the main capabilities of Excel for optimal use within the accounting and finance;
- Variation Analysis;
- Scenario analysis;
- Sensitivity analysis;
- Goal Seek and Solver;
- Optimal use of graphics under finance;
- The principal financial functions;
- Using conditional formatting in reporting;
- Pivot tables;
- Neutral sales;
- ABC analysis;
- The financial models;
- The protection of information;
- Links between files;
- Macros;
- Use shortcuts.

Module V – Proof of knowledge

- To assess and evaluate the knowledge acquired.

Module VI – Closing

- Evaluation of the Specialization Mini-MBA: trainers and trainees.

Methodology

This Specialization Mini-MBA 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.

Moment / Objective	Method / Technique
The modules I to VII	Expository Demonstrative Active
The modules I to VII	Analysis of Real Cases
In every models	Interrogative

Students Assessment

If the participant chooses to take, the valuation techniques used are part of the three time points as follows, as expressed in the following table:

Moment	Technique	Instrument	Objective
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 Accouting, 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 Specialization Mini-MBA 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 Specialization Mini-MBA 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:			
Nationality:			
Mini-MBA:	Specialization MINI-MBA in Financial Analysis - Online		
Birth Date:		Nacionality:	
Passaport:		Expiration date:	

Possible contacts for more information:

E-mail: geral@highskills.pt

Phone: +351 217 931 365

