



MINI MBA SPECIALIZATION ACCOUNTING AND STRATEGIC PLANNING



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Mini MBA of Specialization in Accounting and Strategic Planning

Total Length

50 Hours

Audience

The Mini-MBA is aimed at all those who needs of learning in the context of accounting and strategic planning.

Outcome Profile

All students are entitled to a certificate of participation in MINI-MBA.

Additionally and without any additional cost, can undergo a proficiency test at the end of the Specialization Mini-MBA. This is optional and after approval, participants receive a certificate of "Approved in the Evaluation Exam." **This certificate provides access to academic equivalence disciplines at level of Bachelor or Master according to the University chosen by the student.**

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

Prerequisites

Not applicable.

General objectives

This MINI-MBA aims to provide participants with skills and knowledge in the Financial domain, including reaching a level of skills that will enable them to understand the importance of aligning financial / economic information and the strategy of companies.

Specific objectives

At the end of this Specialization Mini-MBA trainees will be able to:

- Analyze financial statements;
- Read and understand the provided information in the Financial statement and in the income statement;
- Identify sources of financial information;
- Identify and place the functions developed in accountancy;
- Master some ratios and indicators in the Economical-Financial Analysis;
- Counting (funding by own capital, in the optics of subsidies assignment);
- Point out the importance of strategic management in the companies;
- Encourage the creativity and interest in the choice of developing strategies;

- Present action schemes to accept challenges and achieve the established objectives of the company.

Modular structure and workload

Módulo	Duração
<i>Module 0 – Opening</i>	
<i>Module I – Accountancy & Finances</i>	12h
<i>Module II – Business Strategy: Principles and Options</i>	12h
<i>Module III – How to elaborate a business plan</i>	6h
<i>Module IV* – SNC (Accounting Normalization System)</i>	12h
<i>Module V – Evaluation of the acquired knowledge</i>	8h
<i>Módulo VI –Closing</i>	
Total	50h

* The Mini-MBA participant will be able to choose in module IV the accounting system in force in the country that wants to obtain knowledge.

Program content

Module 0 – Opening

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

Module I – Accountancy and Finances

- Remembering accounting principles;
- Fundamental Principles of accountancy and accountancy organization;
- Documents and formal/legal requirements and typology?
 - Invoice (manual or by computer);
 - Debit;
 - Credit;
 - Receipt;
 - Bank Cheque (ex. Normal, visa, pre-dated);
- Analyze the counts SNC:
 - Balance;
 - Availabilities;
 - Third-party counts;
 - Existences;
 - Immobilizations;
 - Capital, reserves e results;
 - Counts of income statement;
 - Costs and lost;
 - Incomes and gains;
 - Results.

- Know how to interpret financial statements:
 - The balance;
 - Financial Statement by kinds and functions
 - The attached of balance and financial statement;
 - Origin statement and application of funds;
 - Cash flow statement;
 - Limitations of accountancy documents;
 - Methods and analyze techniques.

- Ratios and Indicator in the economical-financial analysis:
 - Reading and analyses of the financial balance of the company;
 - Financial Structure;
 - Operating Fund;
 - Liquidity;
 - Solvency;
 - Financial balance;
 - Exploration cycle and its impact on financial analyzes;
 - Advantages and Disadvantages of its application.

- Presentation of counts:
 - Legal obligations.

- Financial sources, and its accounting and legal procedures:
 - By own capital;
 - Social capital;
 - Supplementary payments;
 - Partner loans?
 - By liability of medium and long term;
 - By liability and short term;
 - Special ways;
 - Concepts;
 - Discounts;
 - Escrow account ;
 - Bank overdraft (overdraft and hot money);
 - Discount on commercial letters (commercial discount);
 - Credit by signature (guarantees, bails);
 - Factoring;
 - Financial applications of short term and its profitability;
 - Bank deposit.

- Main accountancy guidelines:
 - Accounting the expenses of investigation and development;
 - Intra-community IVA;
 - Leases.

- Main international norms:
 - Presentation of financial statements;
 - Leases (treatment of the financial lease operations);
 - The effects of the changes of the exchange rate (operations with foreign currency);
 - Fixed assets - tangible and intangible;
 - Accounting the financial investments;
 - Expenses of investigations and development;
 - Accountancy amortizations – fiscal and economic;
 - Incorporation of the financial charges in the immobilizations.
- Tangibles and intangibles:
 - Corporeal;
 - Incorporeal;
 - Financial;
 - In progress;
 - Accounting principles vs tangible assets and intangible assets;
 - Of consistence;
 - Of the substance on the shape;
 - The class 4 poc and the counts of the class 6;
 - Implementing Decree 25/2009 de 14 de September and amortization maps;
 - Divestitures (tracking and implications on the fixed asset funded by investment subsidies);
 - Registration of the goods;
 - Know and apply the regularization operations in consideration of exercises of specialization Subsidies accounting.
- Determination of collectable material:
 - Calculation of the collection;
 - Calculation of the autonomous taxation;
 - The spill.
- Examination of profit taxable:
 - Examination of taxes to pay;
 - Deduction of the loss;
 - Calculation of the payment by count and special by count;
 - Determination and registration of deferred taxes;
 - Fulfilling the official models of IRC.
- Models and tools of financial reporting:
 - Reporting and the requirements of a model.

Module II – Business Strategy: Principles and Options:

- What is strategy?
 - Impact of different strategy contexts;
 - The effect of strategy vision assumption;
 - Strategy vs. Tactics;
 - Successful Strategy is more than a simple theory.
- Analyze of the business context:
 - Potential of profit;
 - Structure;

- Competition;
- Quote of Market.
- Demand forecast:
 - Analyze of competition;
 - Segmentation;
 - Fundamental Factors of success to ensure competitiveness.
- SWOT analyze;
- Value chain analyze
- General Strategies;
- Alternative strategies;
- From strategy to action? How to implement in the field the default strategy:
 - Competitive Advantage:
 - What is it? How did it occur?
 - Identify the advantages of the others;
 - Costs vs. Differentiation;
 - Different Markets, Different environments;
 - Responding to changes – internal and external;
 - Innovation paper;
 - Keep a competitive advantage.
 - Applying the strategy in different environments:
 - Industrial life cycles;
 - Rupture of innovation and technologies
 - Strategies in uncertainty stage;
 - Elaboration of different scenarios.

Module III – How to elaborate a business plan

- Elaborate action plans: Investments, investigation, production, commercial and recruitment;
- Investments and activity Forecast:
 - Quantify the cost of the investment and prospective profit;
 - Persuade the relevancy of the hypotheses;
 - Marketing approach to evaluate the prospective profit;
 - Calculate the needs of operating fund.
- Evaluation of the forecast profitability:
 - Parameters;
 - Initial Cost;
 - Prospective flow;
 - Duration;
 - Residual Value;
 - Updating taxes;
 - Capital Costs;
 - Price of risk;

- Choice criteria;
 - Term;
 - VAL;
 - TIR;
 - IR;
 - Realization of the sensitivity analysis;
 - Measure of value creation: EVA.
- Project Financing:
 - Built a table of forecast flow;
 - Establish the financial needs;
 - Evaluate the term of financial structure;
 - Ratios of debt;
 - Reimbursement capacity.
 - Elaborate a business plan:
 - Draft of business plan;
 - Precautions in the presentation;
 - The importance of attached documents.
 - Elaboration of practical cases.

Module IV – SNC (Accounting Normalization System)

- Application of the general accounting plan

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 IV	Expository Demonstrative Active
The modules IV	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

- ✓ Training Room;
- ✓ Video projector;
- ✓ Theoretical documentation;
- ✓ Trainee Kit

Training Team

Dr. Gonçalo Caiado

Qualifications

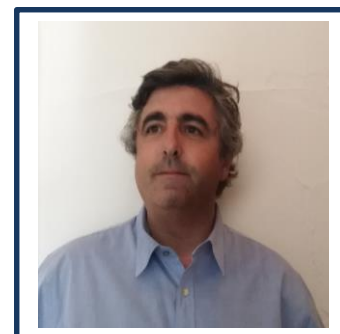
Degree in Economics

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 context, at the business level (Intra and Inter Companies) 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 Chartered Accountants since 2001, being responsible for the accounting 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 Chartered Accountants since 2001, being responsible for accounting for several companies in different sectors of activities.

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:			
Naturality:			
Mini-MBA:	Specialization MINI-MBA in Accounting and Strategic Planning		
Birth Date:		Nationality:	
Passaport:		Expiration date:	

Possible contacts for more information:

E-mail: geral@highskills.pt

Phone: +351 217 931 365

