

## Certified Professional Accountant Manager (CPAM)

### Course Outline



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#### What Modules are covered?

##### Module 1 - Accounting - Merchandising Transactions

Merchandising Transactions  
Gross Selling Price  
Returns and Allowances  
Cost of Goods Sold  
Classified Income Statement

##### Module 2 - Measuring and Reporting Inventory

Merchandise Inventory  
Determining Inventory Costs  
Four Inventory Costing Methods  
Pro's and Con's of the Four Costing Methods  
Journal Entries for the Perpetual Inventory Procedure  
Departures from Cost Basis for Inventory Measurement

##### Module 3 - Accounting - Control and Monitoring of Cash Assessment

Control of Cash  
Internal Controls  
Controlling Cash  
The Bank Checking Account  
Bank Reconciliation  
Petty Cash Fund

##### Module 4 - Accounting - Receivables and Payables

Accounts Receivable  
Uncollectable Accounts  
Write-offs and Recoveries  
Current Liabilities  
Notes Receivable and Note Payable  
Short Term Financing through Notes Payable

##### Module 5 - Adjustments for Financial Reporting

Cash versus Accrual Basis Accounting  
Classes and Types of Adjusting Entries  
Adjustments for Deferred Items - Expenses  
Adjustments for Deferred Items - Depreciation  
Adjustments for Accrued Items

##### Module 6 - Accounting and Its Use in Business Decisions

The Accounting Environment  
Accounting Defined  
Overview of Accounting  
Financial Statements of Business Organizations  
The Financial Accounting Process  
How Transactions Affect Income Statements and Balance Sheets  
Dividends and Equity Ratios  
Corporate versus Sole Proprietorship or Partnership Accounting

##### Module 7 - Recording Business Transactions in Accounting

The Account and Rules of Debit and Credit  
Recording the Transactions  
The Accounting Cycle  
The Accounting Process in Operation  
Analyzing and Using the Financial Results  
The Use of Ledger Accounts

##### Module 8 - Completing the Accounting Cycle

The Work Sheet  
Preparation of Financial Statements from the Work Sheet  
Accounting Systems: From Manual to Computerized  
The Closing Process  
A Classified Balance Sheet  
Analysis-Current Ratio

##### Module 9 - Accounting Theory

Traditional Accounting Theory  
Major Principles  
Modifying Conventions  
Objectives of Financial Statements  
Basic Elements of Financial Statements

##### Module 10 - Financial Topics

Foundation 1  
Foundation 2  
Checking Accounts  
Short Term Savings  
Credit  
Summary

Foundation 3  
Money Management  
Matching Product  
Comparison with Cash Management  
Emergency Fund  
Managing Debt  
Insurance and Protection  
Employee Wages  
Employee Benefits  
Stock and Commodities Markets  
Inflation  
Homeowners Insurance  
Taxation  
Shares and Bonds

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