



Accounting & Finance Courses

Sharpen your skills for professional accounting, small business, or personal finance. Discover key finance and accounting concepts and learn to work with budgets and forecasts to support decision-making!

Empower Yourself through Knowledge!

2021
Courses Catalog

Welcome to Erasmus Consulting & Training!

We are very pleased that you have decided to explore our training solutions and/or have decided to join one of our courses.

With a multidisciplinary team of facilitators and trainers, **Erasmus Consulting & Training** has over twenty years of experience training professionals in a variety of fields, including accounting, finance, marketing, project management, operations, leadership and data science. Our training courses are constantly revised to respond to current local and global developments and are known for their practical application, multidisciplinary approach and interactive design.

At Erasmus Consulting & Training, we are more committed than ever to empower you on your professional journey. We are ready to equip you to better face new and existing challenges and we are doing everything we can to make sure that learning never stops.

Empower yourself through knowledge!

Teaching & Learning Methods

We use a wide variety of teaching and learning approaches to ensure an optimal learning experience. The content of our courses and workshops are practice-based and oriented to the working situation of participants. We greatly emphasize the practical application of the course content.

Our Facilitators

Course facilitators are leading professionals in the field of public and international health and with this experience they enrich the learning of participants and put theory into perspective of the latest developments.

All our facilitators are enthusiastic and knowledgeable with a talent for making complex concepts simple. We all love what we do and our clients tell us it shows.

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Course ID: FAF1001

Course Title: Fundamentals of Accounting & Finance

Level: Beginner

Course Outline

The course introduces participants to the fundamentals of accounting and finance.

Key accounting aspects are discussed, such as the role of ethics and accounting principles. Participants will furthermore explore the process of analyzing business transactions and the preparation of elemental financial statements. Participants are also introduced to financial forecasting and budgeting.

Course Objectives

By the end of the course, participants will be able to:

- Explain the purpose and importance of accounting
- Explain generally accepted accounting principles and define and apply several of these principles
- Analyze business transactions using the accounting equation
- Identify and prepare basic financial statements and explain how they interrelate
- Perform financial statement analysis using financial ratios
- Design and use basic financial forecasting models in Excel
- Identify and prepare the building blocks of a master budget

Target Audience

Managers, supervisors and staff from any function, entrepreneurs and anyone interested in accounting & finance. No background in accounting or finance is required.

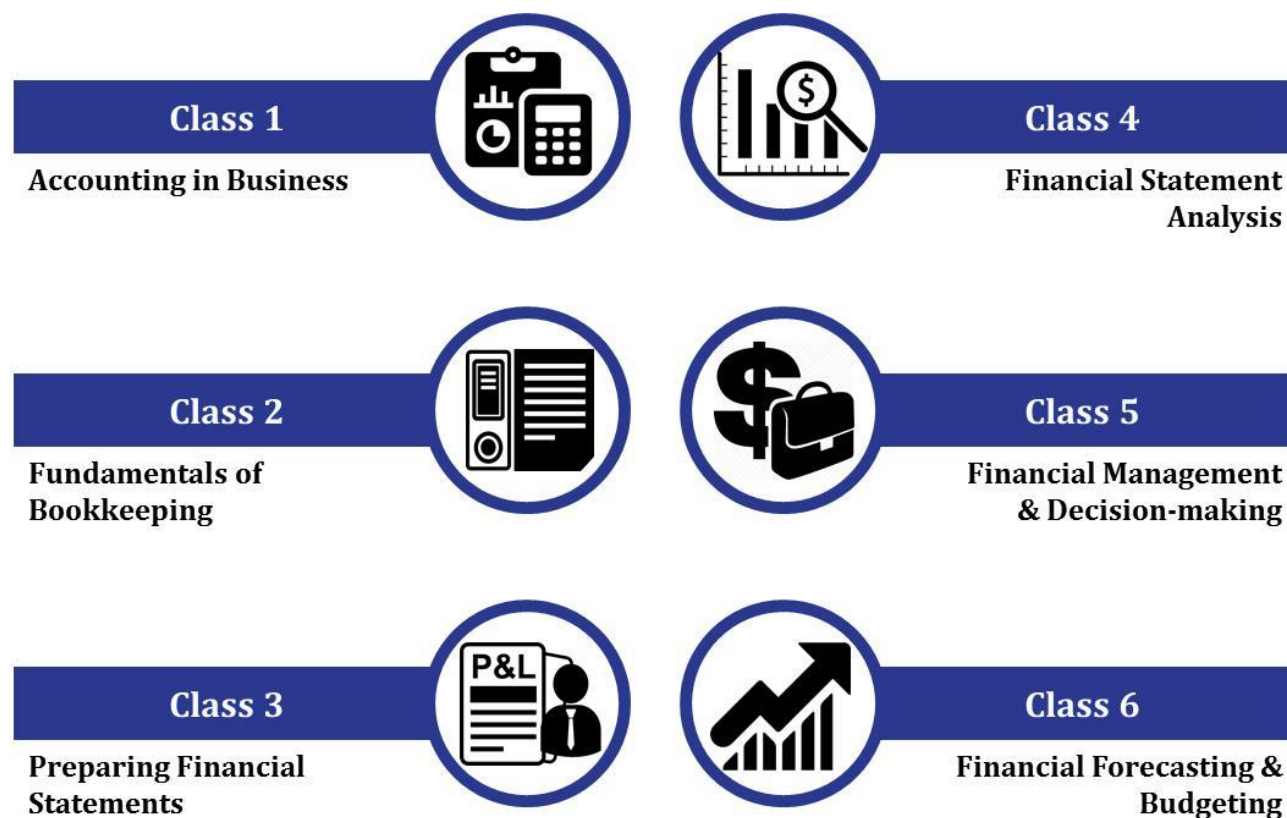
Key Topics

The key topics covered in the course are:

- The role of accounting in business
- Fundamentals of accounting: ethics and accounting principles
- Transaction analysis and the accounting equation
- Inventoriable costs versus period expenses
- Single-entry versus double-entry bookkeeping
- The accounting equation
- Preparing financial statements
- Financial statement analysis using financial ratios
- Use of financial statements and other information in forecasting
- Financial forecasting using Microsoft Excel
- Different approaches to the budgeting process
- Master budget components
- Steps in preparing budgets



Classes Overview



Examination

Participants need to complete three assignments successfully.

Participants should furthermore attend at least 5 out of the 6 classes.

A Certificate of Completion is awarded if the course is successfully fulfilled. Participants also receive an official transcript for their grades and course credits.

Course Facilitator

Facilitator for this course is: Mr. Edward M. Erasmus, MA

Edward is a certified trainer/facilitator and has many years of experience in facilitating different workshop and lectures in the fields of accounting, finance, entrepreneurship, innovation, project management, operations, marketing and social media.



Course Fee in Aruban Florins

Please refer to the course page at <https://www.ectaruba.com> for updated information on the course fee.

Course fee generally includes course material, handouts, snacks, coffee, and refreshments. Flexible payment options are available.

Book online [here](#) or for multiple course participants, please download our [PDF registration form](#), fill it out and email it to support@ectaruba.com

Course ID: CAC1001
Course Title: Cost Analysis & Control (I)
Level: Intermediate

Course Outline

Cost management provides key data to managers to support planning and controlling activities, as well as for costing of products and services. The central focus of the course is how cost management helps managers make better decisions. Participants are taught to understand the different cost accounting terms and practices and are trained to apply these concepts in organizational contexts where financial and economic decision-making is required.

Course Objectives

By the end of the course, participants will be able to:

- Explain the purpose of cost management and its structure
- Explain the role management accounting plays or can play in supporting organizations and managers in making planning and control decisions
- Distinguish between the general cost terms and the different classifications of costs
- Identify the different types of allocation methods to assign costs to cost objects
- Explain the meaning of budgeting and how it relates to strategic and operating objectives
- Prepare the different components of a master budget
- Perform variance analysis (actual vs. budget) of costs and revenues and implement measures to control costs
- Prepare cost-volume-profit (break-even) analysis

Target Audience

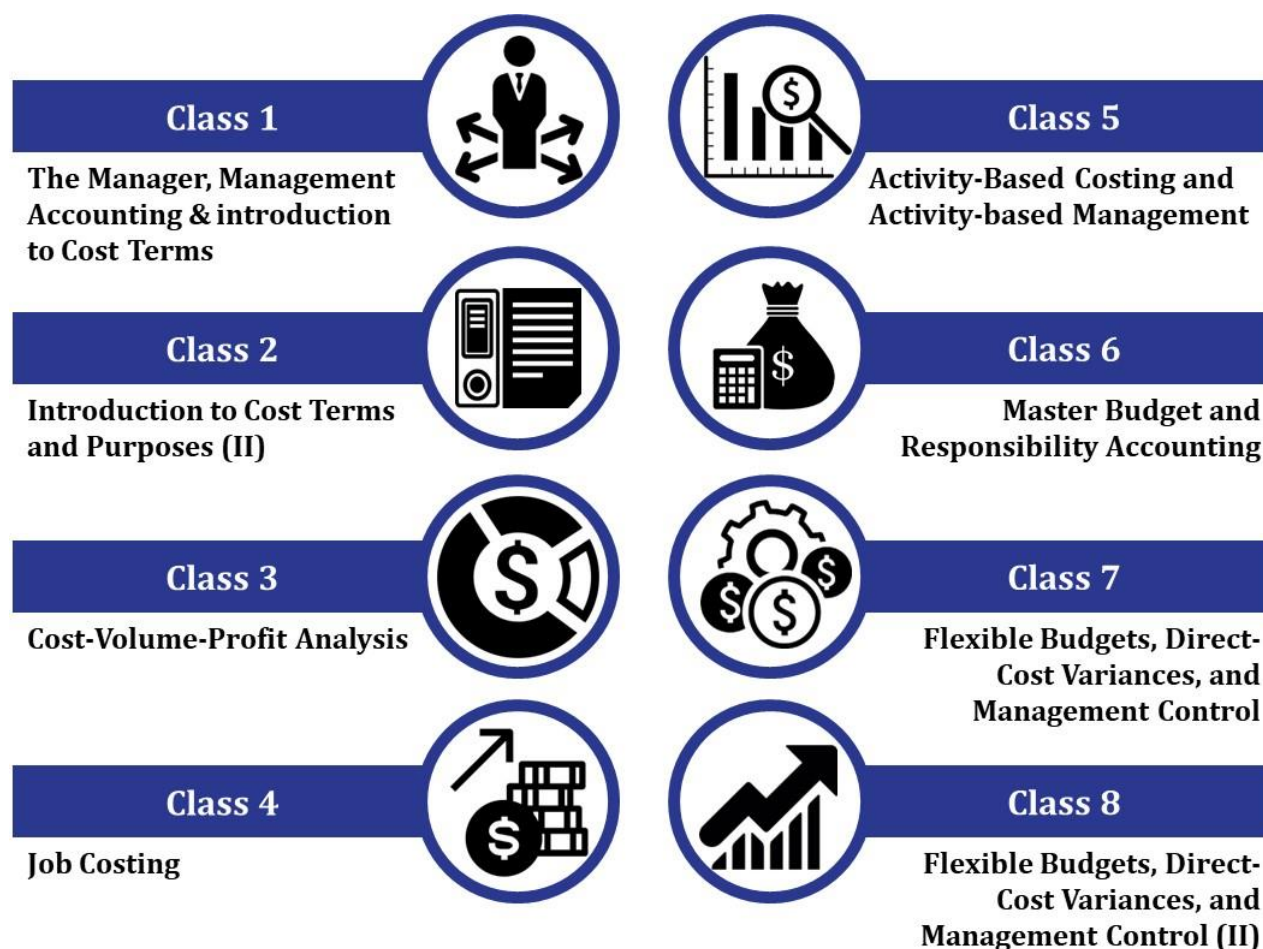
Financial managers or directors, accountants, financial and administrative assistants, budget accountants and analysts.

Key Topics

The key topics covered in the course are:

- Introduction to cost management and the study of management accounting
- Difference between management accounting and financial accounting
- Role and importance of management accounting
- Introduction to the most relevant cost terms and categories used in the literature
- The application of management accounting in different sectors: manufacturing, merchandise and services
- Cost-volume-profit (break-even) analysis and cost planning
- Job Costing; a simple method of cost allocation of indirect manufacturing costs to cost objects
- Activity-Based Costing; an advanced and refined method of allocation of indirect costs
- Preparing a master budget, which budget expresses management's operating and financial plans for a specified period (usually a fiscal year)
- Variance analysis and cost control measures

Classes Overview



Examination

Participants should attend at least 8 out of the 10 classes.

At the end of the course, participants need to complete a final written exam.

A **Certificate of Completion** is awarded if the course is successfully fulfilled. Participants also receive an official transcript for their grades and course credits.

Course Facilitator

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Course ID: CAC1002
Course Title: Cost Analysis & Control (II)
Level: Intermediate

Course Outline

Cost management provides key data to managers for planning and controlling, as well as for costing products, services and customers. The central focus of the course is to comprehend how cost accounting helps managers make better decisions.

In Cost Analysis & Control II, the emphasis is not just placed on the application of costing methods, but special attention is also given to other aspects of contemporary management accounting practices: 1) Management control (responsibility accounting): producing key information to manage business processes and 2) Accounting for decision-making: creating key information to support operational and strategic decision-making.

Course Objectives

By the end of the course, participants will be able to:

- Explain the concepts relevant and irrelevant costs/revenues and apply them when performing analysis for decision-making.
- Address key approaches to determine (sales) prices and how they relate to pricing decisions.
- Identify generic strategies that are adopted by companies and how strategic decisions impact a company's operations.
- Explain how the Balanced Scorecard (BSC) can be used to better communicate a company's strategy to organization members.
- Distinguish the different approaches to determine cost allocation rates and the three methods to allocate interdepartmental costs.
- Explain the different approaches to allocate joint and separable costs to final products.
- Discuss how to develop management control systems to support planning and control activities in an organization.
- Explain the term 'transfer pricing' and distinguish the three generic methods to determine transfer prices between sub-units.

Target Audience

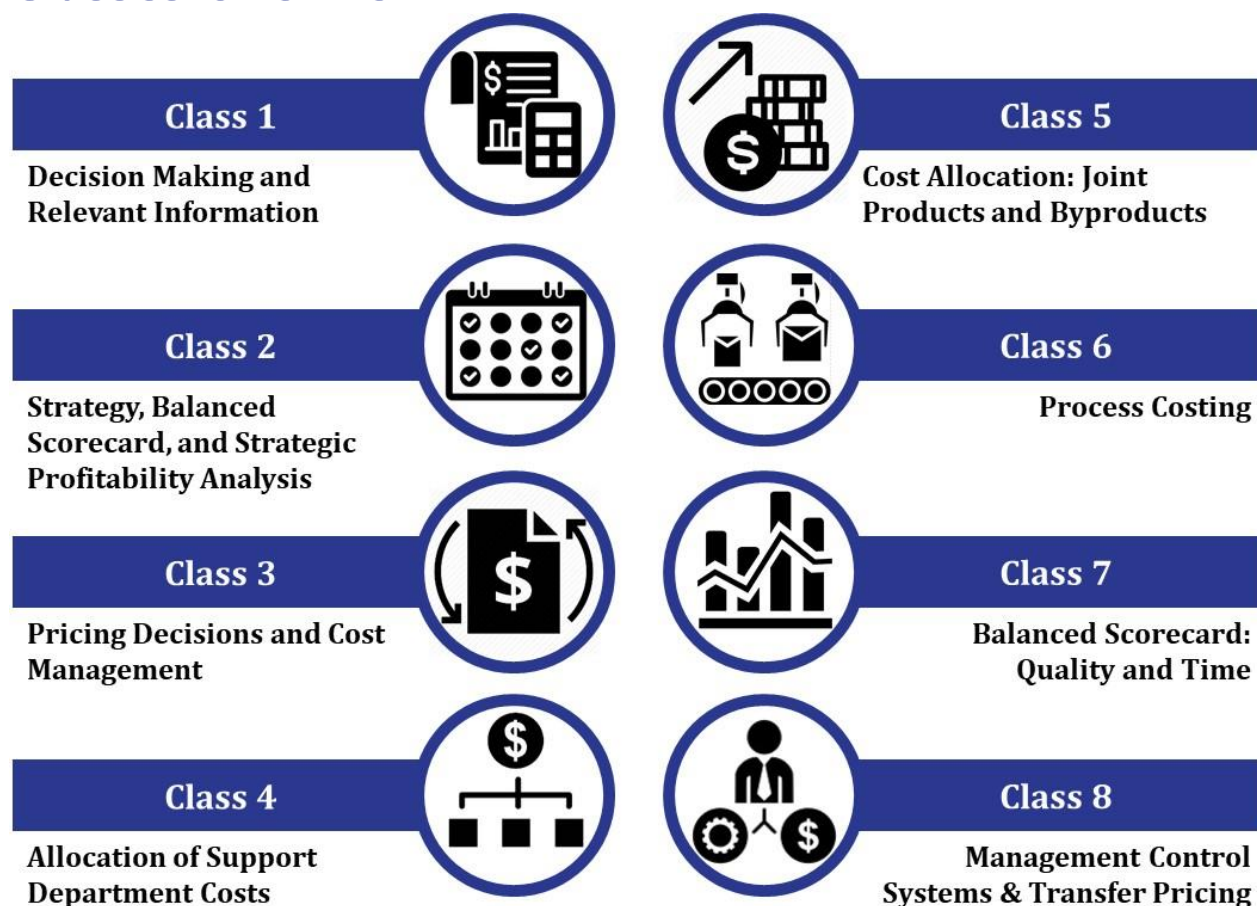
Financial managers or directors, accountants, financial and administrative assistants, budget accountants and analysts.

Key Topics

The key topics covered in the course are:

- Relevant costs and relevant revenues
- Make or buy decisions
- Business strategy
- Balance Scorecard
- Profitability analysis
- Pricing decisions
- Pricing methods
- Interdepartmental cost allocation
- Joint cost allocation
- Accounting for byproducts
- Process costing using Weighted Average and FIFO methods
- Measuring the cost of quality
- Measuring the cost of time
- Designing management control systems
- Transfer pricing
- Tax implications in transfer pricing decisions

Classes Overview



Examination

Participants should attend at least 8 out of the 10 classes.

At the end of the course, participants need to complete a final written exam.

A **Certificate of Completion** is awarded if the course is successfully fulfilled. Participants also receive an official transcript for their grades and course credits.

Course Facilitator

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Course ID: FRC1001
Course Title: Financial Reporting for Controllers
Level: Intermediate/Advanced

Course Outline

The course covers several activities that are practiced by financial controllers. From preparing financial statements, compiling and distributing internal reports, analyzing organization's financial health and performance, and administering the budget process and control function to managing staff performance and enhancing their productivity. This course provides professionals the chance to practice these responsibilities and sharpen the necessary skills.

Course Objectives

By the end of the course, participants will be able to:

- Explain the purpose and importance of financial controlling
- Explain the key elements of the planning and control process
- Explain generally accepted accounting principles and define and apply several of these principles to the preparation of key financial statements
- Describe the operating cycle of a merchandising company
- Apply management accounting techniques to manage the company operations
- Perform capital budgeting to evaluate and rank potential capital investments
- Prepare key internal financial reports to fulfill management's information needs
- Perform financial statement analysis using financial ratios
- Design and use basic and advanced financial forecasting models in Excel
- Identify and prepare the building blocks of a master budget

Target Audience

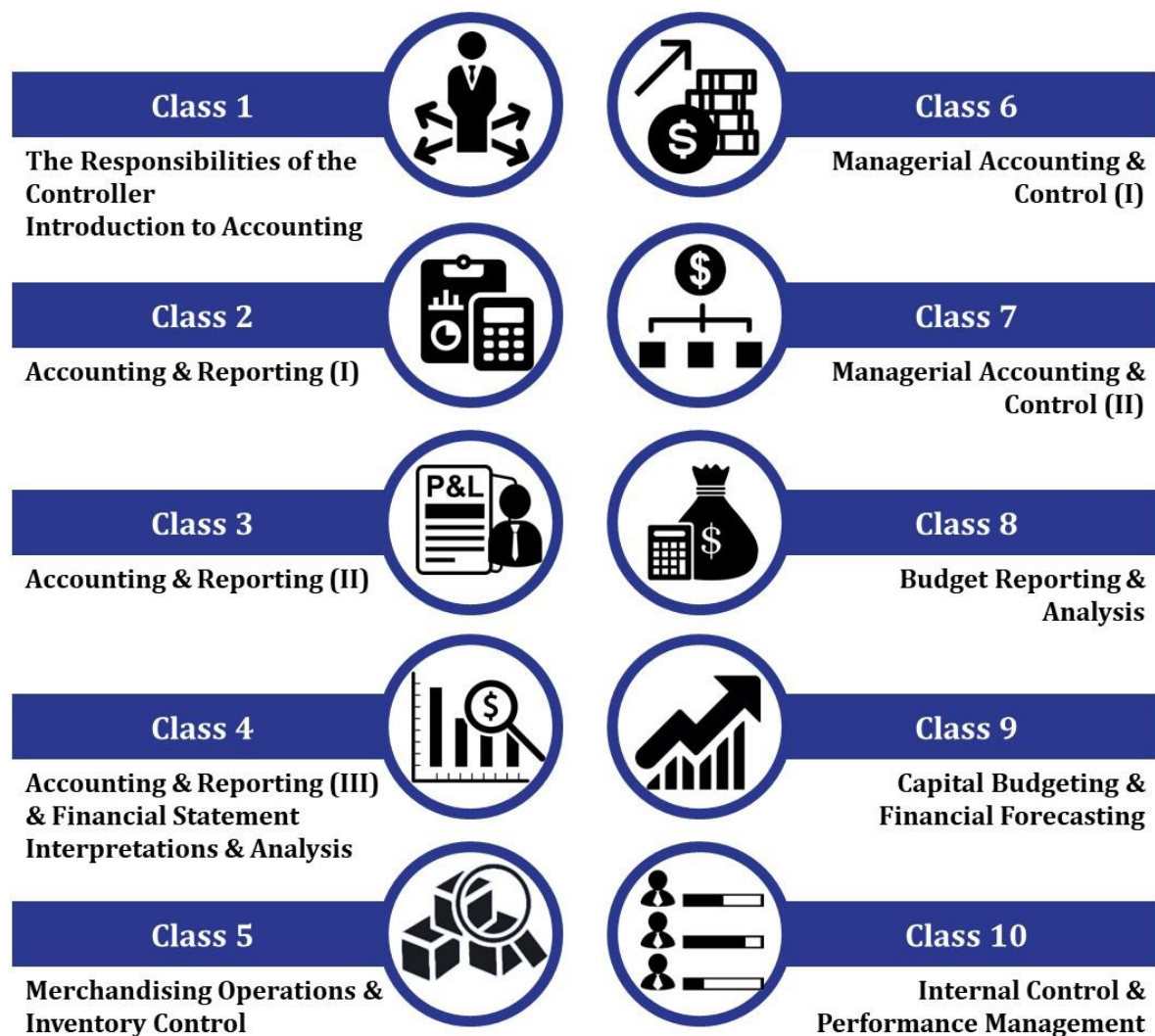
Controllers, internal auditors, heads of accounting, financial assistants, managers and supervisors and individuals interested in the financial control function.

Key Topics

The key topics covered in the course are:

- Management control and the planning and control cycle
- Fundamentals of financial accounting and the role of generally accepted accounting principles in the preparation of external financial reports
- Preparing financial statements starting from raw trial balance and ending with full comprehensive disclosures
- Use of financial statements and the relationships between these statements
- Financial analysis using financial statements' ratios and use of Excel sheets and graphs for financial statements analysis
- Operating merchandising activities and inventory control
- Role of management accounting in planning, directing and controlling
- Product and service costing methods
- Variance analysis and cost control measures
- Capital budgeting and investment analysis
- Master budgets and budgetary control
- Financial planning, forecasting and feasibility studies
- Performance analysis and the Balanced Scorecard

Classes Overview



Examination

Participants should attend at least 8 out of the 10 classes.

Participants need to complete three assignments successfully.

At the end of the course, participants need to complete a final written exam.

A **Certificate of Completion** is awarded if the course is successfully fulfilled. Participants also receive an official transcript for their grades and course credits.

Course Facilitator

Facilitator for this course is: Mr. Edward M. Erasmus, MA

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Course ID: FIA1001
Course Title: Forensic & Investigative Accounting
Level: Advanced

Course Outline

Forensic accounting is a specialty practice area where accounting, auditing and investigative skills are used to analyze and present information that is suitable for use in a court of law.

Topics covered include fraud detection and fraud investigation techniques, valuation of closely held businesses, lost profits analyses, and various types of litigation support services. Fundamental legal concepts governing expert witness testimony are also examined, and students are required to quantify economic damages in cases.

By the end of the course students are able to understand both the extensiveness and the causes of fraud and administrative crime in our society, examine the types of fraud and fraud schemes that affect business enterprises, explore methods of fraud detection and prevention, and increase their ability to recognize potential fraudulent situations.

Course Objectives

By the end of the course, participants will be able to:

- Understand the term forensics accounting, the categories and the broad stages of forensics accounting.
- Comprehend the complete forensics accounting fraud investigations processes from the engagement process to the reporting of investigation findings process.
- Understand the different types of occupational frauds and their impact on business operations.
- Implement fraud controls to decrease the likelihood of fraud in the organization.
- Apply forensic accounting tools to analyze data.
- Apply investigative techniques to collect and preserve evidence.
- Assist internal audit and senior management in testing data and finding anomalies.
- Document and present fraud cases to management and law enforcement authorities for prosecution.

Target Audience

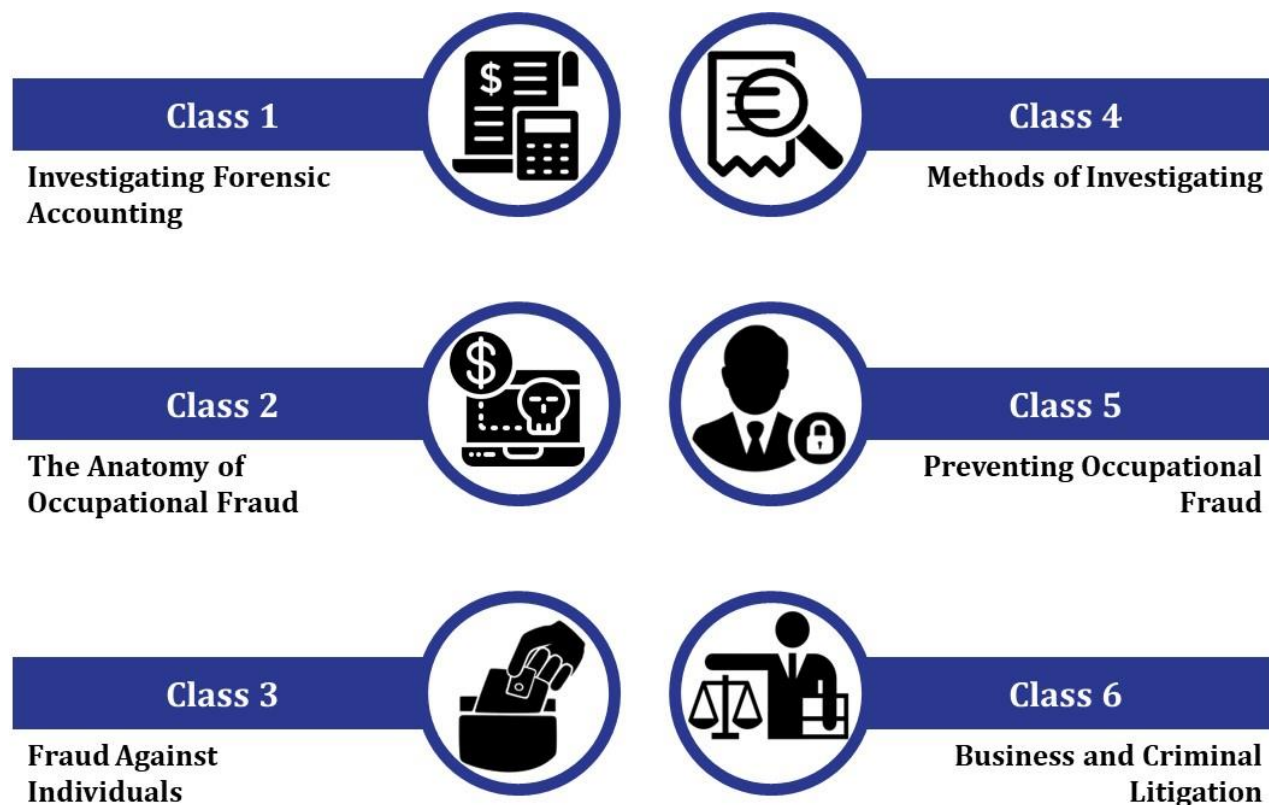
Professionals in the field of finance and accounting, controllers, accounting managers, senior and chief accountants, analysts, internal and external auditors and accountants at all levels seeking to enhance their practical forensic accounting skills.

Key Topics

The key topics covered in the course are:

- | | |
|---|---|
| • Forensic and investigative accounting | • Reporting the findings |
| • Professional fraud institutions | • Small business fraud prevention |
| • Fraud schemes | • Internal controls for larger organizations |
| • Fraudulent financial reporting | • Litigation services provided by accountants |
| • Money laundering | • Organizing evidence |
| • Business valuation | • Forensic accountants as expert witness |
| • Investigative process | • Criminal fraud cases |
| • Indirect methods of reconstructing income | |

Classes Overview



Examination

Participants should attend at least 5 out of the 6 classes.

Participants need to complete different assignments successfully. At the end of the course, participants need to complete a final written exam. A **Certificate of Completion** is awarded if the course is successfully fulfilled. Participants also receive an official transcript for their grades and course credits.

Course Facilitator

This course is organized in collaboration with Corporate Compliance Seminars.

Facilitator for this course is: Mr. John Blackshire Jr, CPA (retired). Mr. Blackshire is the Co-Founder of Corporate Compliance Seminars and the Founder/ President of The Accountware Group. He has over 50 years of experience in consulting, accounting systems, business process management, information technology, internal auditing, software development and corporate training. John has created workable solutions for complex business issues in insurance, banking, manufacturing, federal agencies and non-profits.



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COVID-19 Protocols & Practical Steps We Are Taking

Our Commitment

We are applying strict protocols and are adopting good practices to help protect employees, customers and local communities—and ultimately to make our business more resilient during this difficult period. We are committed to doing our part to combat the COVID-19 pandemic.

Essential Steps to Stop the Spread

The following are key anti-contagion steps we are taking:

Cleaning and sanitation

- Frequent daily cleaning of the workspace and shared items (door handles, copy machines/printers, tables, chairs, remotes, light switches).
- Hand sanitizer available at entryways and at different location inside our training facility.
- Reinforcement of hand washing procedures and other methods to limit virus exposure.
- Implementation of thorough sanitizing procedures multiple times in high traffic areas.

Capacity limits, training facility setup and other measures

- Reduction of training facility capacity.
- Mandatory use of face masks at all times when indoors.
- Placed signs on entrance requesting that sick guests do not enter the building.
- Practice social distancing by maintaining a 1.5 meter distance between staff and visitors.
- Avoidance of physical contact; encourage use of alternate greetings such as waving or bowing.

Know the Signs

Symptoms of COVID-19 (Coronavirus)

According to the World Health Organization, the most common symptoms of COVID-19 are:

- Fever
- Tiredness
- Dry Cough

These less common symptoms are usually mild and develop gradually:

- Aches and Pains
- Nasal Congestion
- Runny Nose
- Sore Throat
- Diarrhea

For more information about Coronavirus (COVID-19), please visit www.arubacovid19.org

Course & Workshop Registration & Payment Plan Form



How to Register

1. Bookings can be made by emailing the completed registration form to support@ectaruba.com
2. Registration forms should be sent immediately to confirm the booking. A confirmation and location guide will then be sent accordingly.

Contact details:

Edward M. Erasmus, MA
Erasmus Consulting & Training (EC&T)
Telephone (297) 5885975
Mobile (297) 5922380
Email e.erasmus@ectaruba.com / support@ectaruba.com

PLEASE PRINT CLEARLY

Course/workshop title :

Contact Person :

Position :

Company :

Invoice Address :

Postcode :

Telephone :

Email :

Please enroll the course attendees below: (PLEASE PRINT CLEARLY)

Full name of attendee	Title/position	Email address
Total number of attendees:		Total course fee (see attached invoice):

☐ Please invoice the organization / contact person above

☐ Please invoice each attendee separately

☐ Please add the contact/attendees to the training mailing list

Additional Needs / Dietary Requirements:

PAYMENT PLAN FOR THIS COURSE:

Down payment of: AWG _____ prior to the start of the course.

Payment of remaining amount of AWG _____ in _____ terms on dates _____

I have read and understood the terms of conditions given on the next page.

Signed

Terms and Conditions for Bookings and Payments

General Requirements:

Course participants must be at least 18 years of age.

Course and workshop registration:

Registration for a course can only take place through the completion of our online registration form or by submission of a completed hard copy registration form (by email or personally delivered) to the attention of Erasmus Consulting & Training (EC&T).

Cancellation of Booking:

1. All course / registration cancellations must be notified in writing (i.e. via email or in hard copy). Course registrations / bookings may be cancelled up to twenty (20) days prior to the course and receive a full refund.
2. Course registrations / bookings cancelled less than twenty (20) days prior to the training or course will be charged 50% of the course fee.
3. Failure to notify of non-attendance will result in the full fee being charged.
4. You may substitute another participant (by notifying EC&T) at any time prior to the training or course, should a nominated person be unable to attend.
5. EC&T endeavors to run every course. However, we also reserve the right to cancel or postpone a course to an alternative date. All registered participants affected by such a cancellation will receive a full refund or offered the opportunity to transfer to the next available training or course.
6. In case of withdrawal after the start of a course, EC&T will withhold 100% of the course fee. In case the course fee has not been fully paid at the moment of withdrawal from the course, i.e. due to an existing payment plan, EC&T preserves the right to collect the outstanding fee amount.

Payment:

1. For all registrations received an invoice will be issued. For both Corporate and Individual bookings, payment in full is required, unless a payment arrangement has been granted by EC&T.
2. All invoiced amounts are due within 14 days of the invoice date. In case on non-payment EC&T may refuse access to the course.
3. In case of non-payment, a 1.5% interest penalty is payable per month from the due date. Both the extrajudicial, including 20% collection costs, as well as the judicial costs are at the expense of the client / participant. An AWG. 25.00 administration fee is also charged for late payments.

Force majeure:

Neither EC&T nor its employees are liable for non-performance of contractual obligations or damages to the extent that they are caused by force majeure, in particular fire, water, storm or other natural events, explosion, strike, war, pandemics, civil unrest or other reasons outside the sphere of responsibility/influence of the EC&T.

Privacy Statement:

Erasmus Consulting & Training (EC&T) acknowledges and respects the privacy of individuals. We advise that the information that you provide on this form may constitute "personal information". This information is being collected for the purposes of processing your registration or enquiry, keeping you informed of upcoming events and assisting us in improving our service to you. The intended recipient of the information is EC&T. The provision of the information is voluntary, but if this information is not provided, EC&T may be unable to process your registration or enquiry. You have the right of access to, and alteration of, personal information concerning yourself. The information is being collected by EC&T and will be held by EC&T. Please contact us for any enquiries you may have in relation to this matter.

I have read and understood the Terms and Conditions for Bookings and Payments

Name

Address

Signature of participant

Date



CONTACT

ERASMUS CONSULTING & TRAINING

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Information given in this brochure is correct at the time of publication and is subject to alteration

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