

# DUE PROCESS CONSULTING LTD

## FINANCE OPERATIONS - SAMPLE TRAINING COURSE PROGRAMME

	START TIME	TOPIC	SUB-TOPIC	DURATION [MINUTES]
<b>DAY 1</b>	8:30	COURSE OPENING		15
	8:45	INTRODUCTION TO BUSINESS PROCESS MANAGEMENT		30
	9:15	INCOME & EXPENDITURE MGT.	INTEREST INCOME AND EXPENSE	45
	10:00		COMMISSIONS AND CHARGES	45
	10:45	COFFEE BREAK		15
	11:00	INCOME & EXPENDITURE MGT., CONTINUED	OTHER INCOME	30
	11:30		EXPENDITURE MANAGEMENT	90
	13:00	LUNCH		60
	14:00	INCOME & EXPENDITURE MGT., CONTINUED	MANAGEMENT OF FIXED ASSETS	45
	14:45		PAYROLL	45
	15:30	COFFEE BREAK		15
	15:45	INCOME & EXPENDITURE MGT., CONTINUED	FINANCIAL BUDGETS	60
	16:45	DAY'S RECAP		15
	<b>DAY 2</b>	8:30	PREVIOUS DAY RECAP	
9:00		INCOME & EXPENDITURE MGT., CONTINUED	FINANCIAL ACCOUNTS	30
9:30			RETURNS	30
10:00		GENERAL LEDGER ACCOUNTS	TYPES OF GENERAL LEDGER ACCOUNTS	30
10:30			ACCOUNT OWNERSHIP	30
11:00		COFFEE BREAK		15
11:15		GENERAL LEDGER ACCOUNTS, CONTINUED	ACCOUNT OPENING	45
12:00			ACCOUNT OPERATIONS	60
13:00		LUNCH		60
14:00		GENERAL LEDGER ACCOUNTS, CONTINUED	RECONCILIATION	45
14:45			ACCOUNTS NO LONGER REQUIRED	30
15:15		ACHIEVING BUSINESS PROCESS EXCELLENCE		30
15:45		COFFEE BREAK		15
16:00		COURSE RECAP AND CLOSURE		30