



Budgets and Financial Reports

SEHG-SV-1144 · Business · approx. 1 min seat time · English · 100% online, self-paced

Accreditation & industry alignments: none verified on record — institutional accreditor mapping pending

COURSE DESCRIPTION

Welcome to the Budgets and Financial Reports workshop. Everyday businesses deal with budgets and financial reports in some form or fashion. At minimum, business managers review budget numbers and run financial reports for decision-making and reporting to shareholders and Federal regulators once a month. Many companies devote the last few months of the calendar year to creating budgets for the next calendar year. In addition, organizations create and disseminate year-end financial reports to investors. The goal of this workshop is to give the participant a basic understanding of budgets and financial reports so they can hold relevant discussions and render decisions based on financial data. This course will define key terms like ROI, EBIT, GAAP, and extrapolation. Furthermore, this one-day course will discuss commonly used financial terms, financial statements, budgets, forecasting, purchasing decisions, and laws that regulate the handling of financial information.

WHO THIS COURSE IS FOR

Working professionals, team leads, and career-changers who want practical, job-ready Business skills — no prior coursework required. Teams and organizations can enroll groups for consistent, measurable upskilling.

SKILLS & LEARNING OUTCOMES

Upon completion, the student will be able to:

- Identify financial terminology
- Understand financial statements
- Identify how to analyze financial statements
- Understand budgets
- Learn how to make budgeting easy
- Understand advanced forecasting techniques

WHAT'S INCLUDED

- 1 clock hour(s) of self-paced online learning
- 13 course modules
- 0 instructional videos — 0 minutes of total video runtime
- This syllabus (PDF), downloadable for reference
- Official SEHG Certificate of Completion upon finishing the course
- Language editions: English

Delivered 100% online and self-paced in the SEHG learning platform. This section lists the materials currently delivered for this course.

MODULE MAP

- **Module 1 — Introduction**
 - Course Objectives

- **Module 2 — Glossary**
 - What is Finance?
 - Commonly Used Terms
 - Key Players
 - Important Financial Organizations
 - Understanding GAAP
- **Module 3 — Understanding Financial Statements**
 - Balance Sheets
 - Income Statements (AKA Profit & Loss Statements)
 - Statement of Retained Earnings
 - Statement of Cash Flow
 - Annual Reports
- **Module 4 — Analyzing Financial Statements (I)**
 - Income Ratios
 - Profitability Ratios
 - Liquidity Ratios
 - Working Capital Ratios
 - Bankruptcy Ratios
- **Module 5 — Analyzing Financial Statements (II)**
 - Long-Term Analysis Ratios
 - Coverage Ratios
 - Leverage Ratios
 - Calculating Return on Investment (ROI)
- **Module 6 — Understanding Budgets**
 - Common Types of Budgets
 - What Information Do I Need?
 - Who Should Be Involved?
 - What Should a Budget Look Like?
- **Module 7 — Budgeting Made Easy**
 - Factoring in Historical Data
 - Gathering Related Information
 - Adjusting for Special Circumstances
 - Putting It All Together
 - Computer Based Methods
- **Module 8 — Advanced Forecasting Techniques**
 - Using the Average
 - Regression Analysis
 - Extrapolation
 - Formal Financial Models
- **Module 9 — Managing the Budget**
 - How to Tell If You're on Track
 - Should Your Budget be Updated
 - Keeping a Diary of Lessons Learned
 - When to Panic
- **Module 10 — Making Smart Purchasing Decisions**
 - 10 Questions You Must Ask
 - Determining the Payback Period
 - Deciding Whether to Lease or Buy
 - Thinking Outside the Box
- **Module 11 — A Glimpse into the Legal World**
 - A Brief History
 - The Sarbanes-Oxley Act

- CEO/CFO Certification
- 8th Company Law Directive
- **Module 12 — Assessment**
- **Module 13 — Wrapping Up**
 - Course Summary

COMPLETION & CERTIFICATION

Completion-based: a certificate of completion is issued after all course videos have been viewed.
The certificate of completion is non-credit. This course does not currently carry academic credit or CEUs.

OFFICIAL SEHG CERTIFICATE

Graduates receive the official Synergy University Education Certificate of Completion — issued by the Office of the Registrar with a unique credential ID, shareable to LinkedIn and verifiable online.

Every certificate carries a unique credential ID — verify at:

SynergyEducation.AI/verify

SUPPORT, ACCESS & POLICIES

- Support: CEO@SynergyEducation.AI
- Accessibility: ADA/WCAG 2.1 AA-first delivery; accommodations available on request.
- Academic integrity and refund policies: per SEHG student handbook.

Enroll Today

Tuition per learner (Essentials tier) — enroll online with the course code below.

\$49 · SEHG-SV-1144 · SynergyEducation.AI

Also available: instructor-led workshop kits for teams — in-person training agendas, playbooks, and facilitator materials built on this course. Contact CEO@SynergyEducation.AI.