



E-learning Series

WHO SHOULD ATTEND

Marketing executives, HR professionals, IT managers, self-employed people and those who are starting or thinking of starting their own business.

INSTRUCTOR

Dr. Leonidas Tzonis

TUITION FEES

€ 460

REGISTRATION PROCEDURES

You can enroll individually or through your employer. Detailed information is provided on the next page.

HOW DO I GET STARTED?

Once your registration is confirmed you will receive your personal username and password, as well as instructions for adjusting your browser and enter the platform. Help is available all the way.

CERTIFICATE OF ATTENDANCE

A certificate of attendance will be provided upon successful completion of the course.

Business Finance

Critical information for non-financial professionals

COURSE OVERVIEW

Financial decisions impact every area of a company. Executives, even those with no finance background need to understand and speak the “language of numbers”, and to make informed, intelligent decisions. This 6-module online course adopts a practical, non-technical approach to provide you with a basic understanding of the framework within which business finance decisions are made. You will be introduced to the main models and ideas used in financial decision making, as well as to methods and techniques for sound business proposals and plans.

TOPICS TO BE COVERED

Introduction to Business Finance

- The role of business finance
- Basic accounting concepts and accounts

The Published Financial Statements

- The objective of financial statements
- Types of statements (balance sheet, income statement, statement of change in equity, cash flow statement)

Analyzing Published Financial Statements

- Introduction to financial ratios analysis
- Problems associated with the use and interpretation of financial ratios

Financial Forecasting-Projected Financial Statements

- Financial planning
- Preparing projected financial statements
- Preparing the projected income statement and balance sheet

Investment Appraisal Techniques-Financial Decisions

- Time value of money
- Appraisal techniques: basic and discounted cash flow techniques (payback period, accounting rate of return, internal rate of return, net present value)
- The financial decisions-asset replacement, leasing or buying

Investment Appraisal-Financial Decisions Application of Discounted Cash Flow

- The effect of taxation, inflation, risk, uncertainty
- Capital rationing

WHAT DOES THE MATERIAL INCLUDE?

Material includes instructor’s notes, articles, reports, and excel worksheets.

HOW LONG DO I HAVE TO FINISH THE COURSE?

Once you register you must complete the course within two months.

HOW MUCH TIME WILL I NEED TO STUDY?

You will need approximately 6 hours per module to study the material and deal with tests and assignments. You will have access to the course material 24/7, but it is up to you to organize your study time.

FURTHER INFORMATION

Please call 2103680006 or 2103680056, or send an email to training@hau.gr





Registration Procedures & Registration Form

Attn: Georgia Dede
Fax No: 2103633174

INDIVIDUAL PARTICIPATION

There are two registration options:

Online: You can enroll by clicking the "Buy Online" tab at the top of the course description page. You will be asked to login to proceed. You will need a valid credit card (MasterCard or Visa) to be able to register this way. An automatic confirmation will be sent if the transaction is successful. Your receipt will be mailed to your address

Offline: You can fax us a complete registration form. Please do not fill out Invoice Details if you register as an individual. The full seminar fee must be deposited in one of the HAU bank accounts that are listed on the registration form. A copy of the bank slip should accompany your registration form if you choose this payment method. Tuition fees are not subject to VAT.

PARTICIPATION THROUGH YOUR EMPLOYER

There are two registration options:

Online: You can enroll yourself or the employees of your company by clicking the "Buy Online" tab at the top of the course description page. You will be asked to login to proceed. You will need a valid credit card (MasterCard or Visa) to be able to pay the tuitions fees. You will need to print your/the employee's details as well as the invoice details, exactly as they should appear on your invoice. An automatic confirmation will be sent if the transaction is successful. Please note that the online registration cannot estimate any discounts, so if you wish to have 3 or more employees in the seminar, and thus be entitled to the 10% discount, you are strongly encouraged to use the offline registration option.

Offline: To enroll yourself or your company's employees you need to fax us a complete registration form. Please type the invoice details in Greek, exactly as they should appear on your company's invoice. The full seminar fee must be deposited in one of the HAU bank accounts that are listed on the registration form. A copy of the bank slip should accompany your registration form if you choose this payment method. Tuition fees are not subject to VAT. The Hellenic American Union will not accept any registration form that is not signed by the employer or the person responsible for training. Employers who enroll 3 or more employees in the seminar gain a 10% total discount.

The Hellenic American Union reserves the right to change or cancel any of its published programs due to unforeseen circumstances. A full refund is given to people who have registered.

I wish to enroll for the following on-line course:

Business Finance: Critical Information for Non-financial Professionals

PARTICIPANT'S DETAILS

Last Name
First Name
Position / Status
Company
Home Address
Postal Code
Mobile Phone
E-mail Address

INVOICE DETAILS

Company Name
Type of Business
Company Address
Postal Code / City
Phone / Fax
VAT Number
VAT Office

PAYMENT METHOD

Deposit into one of the HAU Bank Accounts:

- Emporiki 20.501.740 (IBAN GR65 0120 0050 0000 0002 0501 740)
- Eurobank 0026-0012370100176525 (IBAN GR26 0260 0120 0003 7010 0176 525)

CANCELLATION POLICY

Full payment is due upon registration. No refunds will be given in case students fail to successfully complete the course. A course extension may be arranged, if requested, in case of emergency.

I / we understand and accept the registration and cancellation policies.

Name(s) / Signature(s).....Date.....