Financial Reporting for Business

Accounting reports convey information about cash, profit and financial position to the owner and key stakeholders of a business. This program explores the content and format of the three key accounting reports: The cash flow statement, Profit and Loss Statement and Balance Sheet. Insights are provided from real business owners / managers about how these reports are used within the business for analysis and decision making. If you are just starting to learn about accounting reports or need a refresher, this program will clearly illustrate the placement of items in each report.

Financial Management and the Planning Cycle

KPMG is one of the world's largest professional services firms, providing audit, tax, and advisory services to businesses across the globe. Join KPMG's Ben Skarrasbrek and Alexi Terrovex as they take us on a virtual tour of financial planning and management in large organisations. We start with common financial roles and duties, and establish the vital importance of developing good cash flow, liquidity and return on capital investment. Then we engage in an in-depth audit of the planning cycle, from addressing the current financial position and developing a business plan, through monitoring cash flows and financial reporting, to maintaining financial controls and minimising risk.
Bookkeeping

Accountants use the credits and debits recorded in ledgers or "books" prepared by bookkeepers to create a company's financial statements. In this course, accounting professors Jim and Kay Stice walk you through the four key steps in the bookkeeping process: analyzing, recording, summarizing transactions, and preparing financial reports. They explain the components of a journal entry (debits and credits) and the essential questions a bookkeeper/accountant asks in reviewing those transactions. They also explain how accountants translate ledger information into financial statements, and the role of computer programs such as Quicken in helping businesses manage their accounts.

Topics include:

- Reviewing financial statements
- Analyzing transactions
- Categorizing transactions
- Recording a cash acquisition
- Recording the sale of goods or services
- Posting journal entries to accounts

Accounting Fundamentals

Learn about external financial statements, internal managerial accounting reports, income tax systems and how they interact in business decision-making. Brothers and professors of accounting at Brigham Young University Jim and Kay Stice review the accounting equation, the three primary financial statements, how to use accounting to aid decision making, and how income taxes figure into business and personal decisions. They use real-world example data from Walmart and other businesses so you can see how numbers drive everything from wages and product costs to home budgets.

Topics include:

- What is accounting?
- Working with balance sheets and income statements
- Determining the costs of products
- Performing break-even analysis
- Determining average and marginal tax rates
- Understanding tax deductions and credits
• **Business Fundamentals**

Learn the foundational concepts underlying all businesses, small to large. ASU professor Eddie Davila covers all the basics, explaining concepts such as business goals, stakeholders, profits, and various types of businesses. He then outlines what you need to think about if you were to start your own business, such as determining what your product or service will be, making and delivering your product or service, and funding your business.

He also reviews the basics of the people side of business: managing employees and developing customer relationships. Last, he covers the financial and information management aspects of business and provides a basic explanation of economics, so that you can understand the relationship of your business to the bigger picture.

Topics include:

- Understanding business goals, stakeholders, and resources
- Developing a product or service
- Selling a product or service
- Raising capital
- Managing employees
- Managing customer data
- Understanding finances
- Managing resources
- Understanding economics
**Alternative Dispute Resolution**

With the court system in Australia often requiring people to endure protracted and expensive procedures, alternative means of resolving disputes are increasingly important? not just to ensure that disputes are settled fairly and justly, but to also relieve pressure on the court system.

Aimed at senior level students of legal studies, this program outlines a range of alternative dispute resolutions, how they work, their suitability for different situations ? and their effectiveness. Mediation, negotiation, arbitration and collaborative approaches to law are examined in detail as alternative means of resolving disputes, and a range of areas where disputes commonly surface are explored ? including family, workplace, property and consumer affairs. Lawyer, Catherine Gale offers a variety of expert comments on various aspects covered.

This program is a perfect introduction to the nature and mechanisms of alternative dispute resolution accessible to people every day, and would also be suitable for teachers of SOSE, Ethics and English Issues who are exploring the broader areas of social justice and equity in society.
**Conflict Resolution Fundamentals**

Improve your relationships with your coworkers, clients, and managers and find your way through conflict back to cooperation. In this course, negotiation consultant Lisa Gates shares the secrets of effective conflict resolution and reveals simple, repeatable techniques that apply in most business situations. She'll present a six-step framework for exploring and navigating conflict resolution, including identifying the issue, separating the people from the problem, overcoming roadblocks to resolution, exploring cultural differences, and getting to agreement.

Topics include:

- Understanding how conflicts arise
- Navigating cognitive bias
- Exploring the principles of influence
- Building trust
- Reframing the argument
- Brainstorming solutions
- Working with difficult people

**Improving Your Conflict Competence**

Workplace conflict is inevitable. But it doesn't have to end badly. In this course, author and conflict expert Craig Runde helps you manage workplace conflict more effectively. He first explains the dynamics that create conflict, and helps you become aware of what your conflict response is. Once you are aware of how conflict arises, learn some practical steps you can take to manage your emotions and engage with others constructively.
• **Having Difficult Conversations**

Leadership coach and lynda.com director of learning and development Britt Andreatta shares her tips and strategies for having difficult conversations. In her four-phase model, you'll discover the situations that lead up to difficult conversations, decide when the conversation is warranted, prepare for the interaction, and monitor outcomes to ensure success.

Along the way, learn the secrets of turning difficult conversations into successful interactions that enhance communication and rapport. Improve both your professional and personal relationships, finding your way back from conflict through mutually successful outcomes.

Topics include:

- What is a difficult conversation?
- Understanding why conversations go badly
- Changing your tipping point
- Building your ladder—and climbing down
- Knowing your triggers
- Reframing your adversary
- Being prepared for the conversation
- Taking responsibility
- Sharing goals and experience
- Co-creating a solution
- Developing the action plan
- Building better feedback
Negotiation Fundamentals

Coach, negotiation expert, and author Lisa Gates demonstrates the skills empowered communicators use to achieve mutual benefit at the negotiation table. The course delivers repeatable strategies for negotiating common issues such as asking for a raise, setting fees, promoting teamwork, and bringing out the best in those you manage. Along the way, discover how to use interest-based negotiation, distributive bargaining, diagnostic questioning, and conflict resolution to handle both simple and complex negotiations.

Topics include:

- Preparing for a successful negotiation
- Using diagnostic questioning
- Opening the negotiation
- Dealing with conflict
- Framing and anchoring the discussion
- Making concessions and asking for reciprocity
- Encouraging cooperation
Communication Fundamentals

Effective communication is more than what you say. Make your message more impactful, and get the results you want in work and life. In this course, author and UCLA Anderson School Professor John Ullmen, PhD, walks you through strong and clear communication strategies that will help you improve your listening, your message, your delivery, and your effectiveness. These strategies work across departments, teams, and cultures and help you get through communication blockers.

Topics include:

- Managing the intent-impact gap
- Designing the content of your message
- Improving vocal delivery
- Adjusting your body language
- Being politically savvy
- Listening to what's said, what's unsaid, and how it's said
- Increasing empathy and trust
- Overcoming anxiety
• **Effective Listening**

Listening is a critical competency, whether you are interviewing for your first job or leading a Fortune 500 company. Surprisingly, relatively few of us have ever had any formal training in how to listen effectively. In this course, communications experts Tatiana Kolovou and Brenda Bailey-Hughes show how to assess your current listening skills, understand the challenges to effective listening (such as distractions!), and develop behaviors that will allow you to become a better listener—and a better colleague, mentor, and friend.

Topics include:

- Recalling details
- Empathizing
- Avoiding distractions and the feeling of being overwhelmed
- Clarifying your role
- Using attentive nonverbal cues
- Paraphrasing what was said
- Matching emotions and mirroring

• **Teamwork Fundamentals**

Learn the qualities of effective teams and the role you, as a member, play in creating an effective team. In addition to the importance of knowing your own strengths and weaknesses, management trainer Chris Croft emphasizes the importance of delivering on expectations, listening to other team members, communicating clearly, playing more than one role, and being supportive.

Topics include:

- Getting the job done
- Dividing up the work
- Cultivating communication
- Handling conflict
- Delivering reliably
- Playing more than one role
- Using your strengths and dealing with your weaknesses
**Information Literacy**

Information literacy is the ability to discover and use various types of information. It's an essential skill for navigating the information age. Watch this course to learn about strategies for finding information—from a library, archive, database, or the Internet—and the ethics of using it. Librarian Elsa Loftis discusses different types of resources and explains how to evaluate their usefulness and trustworthiness. She also shows how to avoid plagiarism and copyright infringement, and accurately cite sources.

Artist or designer? Elsa explains how creative professionals can use informational searches for inspiration and professional development. Whatever your background, this course is designed to help you become a better, faster, and more thorough researcher.

Topics include:

- Understanding the information cycle
- Working with books, periodicals, databases, and web resources
- Identifying your information needs
- Choosing search terms
- Evaluating resources
- Citing sources

**Australia's National WHS Legislation**

New Work Health and Safety legislation came into effect in some Australian states and territories on 1st January 2012. It was developed to harmonise the laws affecting workplace safety in Australia by replacing existing state based OH&S legislation. This interview led program gives a brief history of the development of workplace safety in Australia, the development and need for the new WHS laws, defines key terms in the system, and explains changes to incident notification and offence categories. Craig Salter, from Action OHS consulting, provides clear, detailed explanations of the WHS legislation. A production for the TAFE market and employment sectors, it provides an understanding of the new WHS legislation as well as showing that Workplace safety is a system of change.

**ICT in Accounting**

This informative program explores the way businesses use ICT in the accounting process with reference to current accounting software packages, spreadsheets, the Internet and alternative forms of presenting data.
• **ICT in Organisations**

For any modern organisation, Information and Communication Technology (ICT) is fundamental to how they operate. But how do we actually define ICT's and what is the specific role they play in business? Experts with a lifelong understanding of digital technology guide viewers through: the ICT environment, the ICT needs and solutions for organisations, monitoring and evaluating ICT's and what the future of ICT's might look like. The program offers a variety of visual metaphors, which help to illuminate the inter-connected world of digital communication and how reliant we've become on technology. Upper secondary I.T and business audiences will find this a visually-appealing and highly-accessible program as they seek to learn more about the world of ICT's.

• **ICT Project Management**

In this program we follow the iPod and iPad development team at Bjango Software as we examine the management and development of a complex ICT project. We follow through the stages of a project’s life cycle, from conception and planning, to building and testing, and finally implementing and evaluating the finished product. Along the way we look at the personnel, procedures, techniques, tools, and methodologies used, together with the social and ethical impacts. We see the tools of project management, such as Gantt charts, collaborative software, systems analysis and planning tools, and the all important formal documentation. An essential overview of ICT project management.