

Duration: 1 hour

Course level: Introductory

Delivery method: Online

Introduction

Budgeting is the process a business employs to carefully plan its expenditure based on its projected income, and is vital to profitability and success. Good budgeting protects the stability and growth of a business and is, therefore, an essential skill for all business managers.

Budgeting Basics provides an introduction to key budgeting concepts, outlining what is involved at each stage of the process and enabling employees to understand the basic principles.

Who is the course for?

Budgeting Basics is suitable for non-financial managers and business owners with limited experience of the budgeting process. There are no formal entry requirements, but users would benefit from basic numerical skills and an understanding of how a business works.

The easy to follow, step-by-step format of this course means participants can work at their own pace, making it ideal for anyone who is new to budgeting.

What will you get from this course?

When you have completed this course, you will be able to:

- understand what a budget is
- explain why budgets are necessary
- describe what is involved at each stage of the budgeting process.

Course features

The course uses audio and on-screen text to take you through the topic. At the end of the course, you can check your knowledge and understanding by completing a multiple choice test, which you can take as many times as you want.

You can start this online course straight away and access it at any time, providing you have access to a computer with an internet connection. The course is available for six months from the date first accessed.

Other courses you might be interested in

Managing Your Budget
Preparing Your Budget

Financial Environment

Course code: 103081BT003

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