

Budgeting Basics

Course length: 1 hour*

Course Code: 103081BT003

This course explores the importance of operating within budget and the stages involved in the budgeting process.

Benefits for the Learner

As a manager, it is likely that you will need to set budgets – and you'll certainly be expected to stick to them!

This course will give you valuable guidelines to help you before you begin to set a budget. It explores the key concepts of what budgets are, why they are necessary and what is involved at each stage of the budgeting process.

Benefits for the Business

Budgeting is vital to the profitability of any organisation. Yet preparing an accurate budget and operating within will be very difficult for those staff with limited understanding of budgeting basics.

This course has been designed to give an introduction to the whole process to those with responsibility for departmental budgets.

What You Get From This Course

Having completed this course, you will be able to:

- Understand what a budget is – and what is isn't
- Show how an organisation's financial plans affect departmental budgets
- Know what happens at each stage of the budgeting process
- Be familiar with a range of different accounting techniques used when budgeting

How Long Does the Course Take?

You can work through this course at your own pace. It should take you around 1 hour to complete.

*Courses are accessible for six months from the date of purchase.