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Course Information

Course Title: MBA Guidebook #366416

Number of continuing education credit hours recommended for this course:

In accordance with the standards of the National Registry of CPE Sponsors CPE credits have been granted based on a 50-minute hour.

CPA: 21.5 (All states)

National Registry of CPE Sponsors ID Number: 107615.

Sponsor numbers for states requiring sponsor registration

Florida Division of Certified Public Accountancy: 4761 (Ethics #11467)

Hawaii Board of Accountancy: 14003

New York State Board of Accountancy: 002146

Ohio State Board of Accountancy: M0021

Texas State Board of Accountancy: 009349

Course Description

This course describes the essentials of the core topics covered in a top-tier MBA program. The intent is to give the user a broad understanding of the key concepts needed to run a business – in one comprehensive course. Topics covered include sales and marketing, operations management, product development, risk management, business valuation, capital structure analysis, and the interpretation of financial statements.

Program Delivery Method: NASBA QAS Self-Study (interactive)

Subject Codes/Field of Study

NASBA (CPA): Business Management & Organization

Course Level, Prerequisites, and Advance Preparation Requirements

Program level: Overview

Prerequisites: None.

Advance Preparation: None

Course Content

Publication/Revision date: 4/20/2016

Author: Steven M. Bragg, CPA.

Final exam (online): One hundred five questions (multiple-choice).

Instructions for taking this course

You must complete this course within one year of the date of purchase (if you do not complete the course within one year, contact us to determine whether an updated edition of the course is available, in which case we will provide you with a PDF of the updated course and the online exam at no charge).

A passing grade of at least 70% is required on the final exam for this course. You may retake the exam if you do not pass it on the first attempt (no charge).

Complete the course by following the learning objectives listed on the following page, studying the text, and studying the review questions at the end of each major section (or at the end of the course). Once you have completed studying the course and you are confident that the learning objectives have been met, answer the final exam questions (online).

Instructions for Taking the Final Exam Online

- Login to your account online at www.bhfe.com.
- Go to "My Account" and view your course.
- Select "Take Exam" for this course and follow instructions.

Additional Information

- The exam may be started, stopped, then resumed at a later date.
- The exam is "open book," it is not timed, and it may be retaken if not passed on the first attempt (no charge).
- Results (correct, incorrect answers) and certificate appear immediately upon passing the exam.

Have a question? Call us at 800-588-7039 or email us at contact@bhfe.com.

Learning Objectives

- Recognize the different types of accounting principles, and the nature of the realization concept.
- Cite the stages in the accounting cycle.
- Note the activities that are part of the financing, purchasing, payroll, and sales cycles.
- Note the requirements of the accrual method of accounting.
- Identify the uses of each of the financial statements.
- Note the sources of retained earnings.
- Recognize how the different ratios and other analyses are used to interpret financial statements.
- Recognize the contents of the cost of capital, and how it is calculated.
- Identify the reason why preferred stock is more expensive than debt.
- Note the circumstances under which different debt values can be used in the cost of capital.
- Note the basis for the use of discounted cash flow analysis.
- Recognize the concept of an annuity.
- Cite the uses for net present value analysis, the internal rate of return, the payback method, and real options.
- Note the ranking of criteria used to evaluate investment proposals.
- Recognize the rules for investing in a complex environment.
- Identify the concerns with using the accounting rate of return.
- Recognize why financial leverage can be so beneficial, as well as its dangers for a business.
- Note the reasons why managers are more likely to use financial leverage.
- Identify the triggering events for a capital structure analysis.
- Recognize the effects of a tax shield, and how it works.
- Note the different types of loan covenants.
- Cite the different types of strategies that can justify an acquisition.
- Identify the sources of financial information about publicly-held businesses.
- Recognize the different documents used in the purchase and sale of businesses.
- Note the motivations of a financial buyer.
- Recognize the different methods used to value a business, and how each one can be adjusted.
- Identify the effects of consistent earnings on a firm's stock price.
- Cite the characteristics of businesses that can retain risk.
- Identify the characteristics of an enterprise risk management system.
- Identify the types of information included in a risk profile.
- Note the steps involved to build a product within a target costing program.
- Recognize the uses to which the R&D waste measurement can be put.
- Identify the actions that can be taken to manage inventory levels.
- Recognize the different types of pricing strategies.
- Note the risks associated with marketing, and how they can be mitigated.
- Recognize the calculation for lifetime value.
- Identify the methods used to aggregate information into a revenue budget, and the issues with an excessively detailed level of reporting.
- Recognize the risks associated with sales, and how they can be mitigated.
- Note the basic concepts that underlie constraint analysis, as well as the calculation of throughput.
- Cite the circumstances under which a product can be justifiably cancelled.
- Identify how a business can achieve a high quality of design.
- Recognize the different types of quality costs.

- Note the components that comprise a material requirements planning system.
- Cite the methods used to achieve short production runs.
- Identify the items to review as part of a supplier assessment.
- Recognize the issues to be addressed when considering a foreign supplier.
- Note the advantages of a stable production schedule.
- Cite the tools available for bulk hiring.
- Identify the methods used to examine a resume.
- Recognize the purposes of telephone screening.
- Note the impact of the cloning effect on the hiring process.
- Cite the essential components of a team.
- Rank the different levels of communication methods within a team.
- Recognize the effects of the stakeholder perspective on ethical decisions.
- Note the reasons why people tend to overlook ethical issues.
- Identify the steps used in the development of a strategy.

About the Author

Steven Bragg, CPA, has been the chief financial officer or controller of four companies, as well as a consulting manager at Ernst & Young. He received a master's degree in finance from Bentley College, an MBA from Babson College, and a Bachelor's degree in Economics from the University of Maine. He has been the two-time President of the Colorado Mountain Club, and is an avid alpine skier, mountain biker, and certified master diver. Mr. Bragg resides in Centennial, Colorado. He has written numerous books on accounting, finance, and human resources/personnel.

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