

## Welcome to Easy Business.

Easy business is an award-winning learning programme for **basic business management knowledge**. The easy business learning programme has been created according to the latest findings in **learning psychology** and is not only extremely efficient for reaching your study goals, it is also fun!

Using a **concrete business example** (the “Magic World”), the following topics are discussed in a practical and easily comprehensible manner:

- **Accounting** (balance sheet, profit & loss sheet, depreciation, provisions, ...)
- **Ratios** (cash flow, profitability, liquidity, ...)
- **Cost Accounting** (cost of sales, fixed/variable costs, contribution margin, price policy, cost center accounting, profit center, ...)
- **Business Law** (contracts, shares, insolvency, ...)

Throughout the programme, the owners of the Magic World are confronted with questions that can be answered with commercial know-how, e.g. Should we lower prices? How can we find out whether we’ve been successful?

**Mr. Bossi** will act as a personal trainer and will accompany the learner on his/her way through the learning programme. He will

- make them familiar with business economics step by step
- sometimes ask questions and
- suggest further steps to take.



Easy Business has been created according to the latest findings in study psychology and is not only extremely efficient for reaching your study goals, it also is fun to do so. For this reason the programme was awarded the Comenius quality label in gold for its trail-blazing concept.

The learning result is positively influenced by the mobilisation of different channels of cognition (hearing, vision) and by a constant activation of the learner (tests with instant feedback).

### Easy Business – the facts:

- ✓ interactive and multi-media based E-learning programme
- ✓ with or without audio
- ✓ online
- ✓ read thread by a case study that guarantees the practical aspect
- ✓ glossary with ~150 terms used in business economics
- ✓ printable summary at the end of each lesson
- ✓ time to work through: ~ 15 hours
- ✓ 4 main chapters (accounting, ratios, cost accounting, business law)
- ✓ structured in 30 lessons
- ✓ in addition 7 repetition-lessons (containing multiple-choice- and fill-in-the-blank tests)
- ✓ time to work through a lesson: between 15 and 25 minutes
- ✓ no previous knowledge necessary

The Easy Business learning programme covers the following topics:

### 1 Introduction

- Introductory tour
- European Business Competence Licence, EBC\*L

### 2 Accounting

- Construction of a Balance Sheet
- Wealth
- Success
- Profit and Loss Account
- Bossi Consulting-Part1
- Accounting on an Accrual Basis
- Depreciation
- Profit Reduction
- Profit and Loss Account in Report Form
- Bossi Consulting-Part 2

### 3 Business Objectives & Ratios

- Cash Flow
- Profitability
- Liquidity
- Equity Ratio
- Productivity / Efficiency
- Bossi Consulting

### 4 Cost Accounting

- Calculation / Cost of Sales
- Fixed / Variable Costs
- Contribution Margin
- Price Policy
- Bossi Consulting-Part 1
- Cost Centre Accounting
- Profit Centre
- Bossi Consulting-Part 2

### 5 Business Law

- Forms of Organisations
- Sole Trader
- General / Limited Partnership
- Private Limited Company
- Public Limited Company
- Further Legal Forms
- Cooperations
- Firm and Representation
- Power of Representation
- Insolvency Statute
- Bossi Consulting

### 6 Comprehensive Test