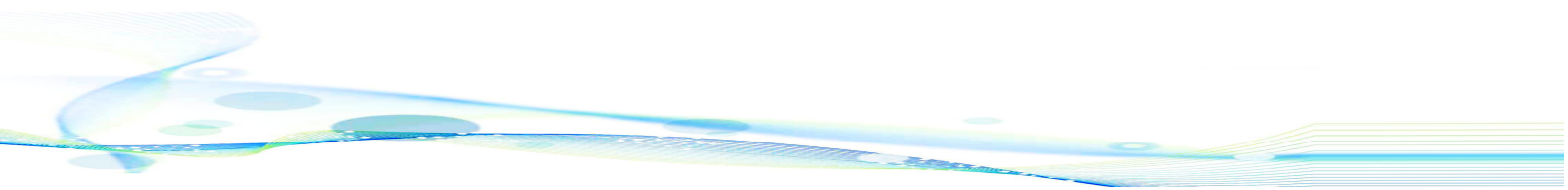


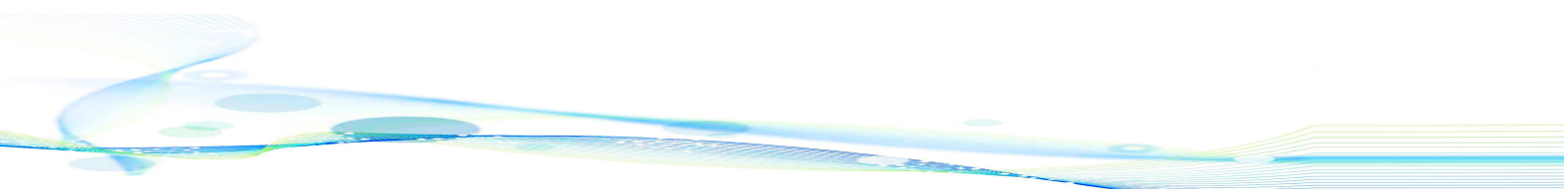
# User Guide

E-course: Finance your Enterprise: Financial Literacy  
Programme for Micro Entrepreneurs



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## Introduction

In this guide, we present the key elements required for your participation in the online course of INVEST project.

The guide presents step-by-step the registration process, the access to the e-learning platform environment and how one can work within it.

The e-learning environment is based on the widely used Moodle platform.

### *What is Moodle?*

Moodle is a program that allows the realization of educational programs on the Internet through the creation of online classes.

This guide is your map to the online classroom of the INVEST project.

## General information

Primary aim of the training course “Finance your Enterprise: Financial Literacy Programme for Micro Entrepreneurs” is to help micro-entrepreneurs to develop their knowledge, skills and competences regarding the various financial elements related to running a small business.

Entrepreneurs belonging to micro-enterprises business, will be able after the training to manage their businesses responsibly, planning the current and future investment, economic and financial choices through accurate and rational forecasts based on genuine costs/benefits analysis.

## Registration

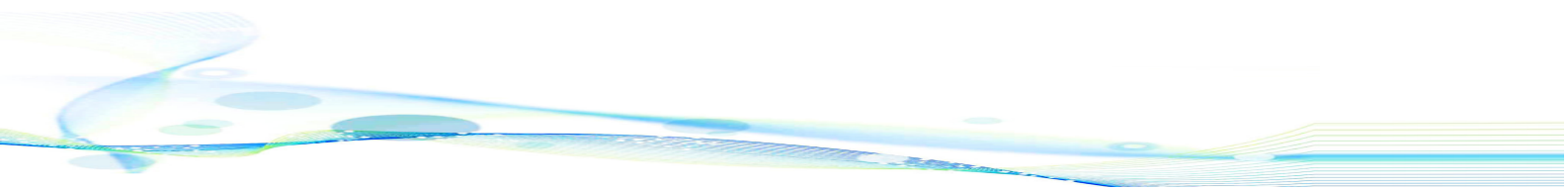
In order to participate to the e-learning course, users first need to be registered.

Please use your access credentials (username and password) if you already have one or self-register by following the instructions on the [Log in](#) screen. If you need help you can ask it from the project partner of your country. You can find their contact details at the project website [relevant page](#).

## Contents

To enter the e-learning course you have to follow these steps:

1. Open a web browser (Firefox, internet explorer, chrome etc.) and enter the web address <http://thalys.gr/> .
2. First you need to Log In. The button is on the right top of the screen. Fill in your “username” and “password” in the relevant fields and click on the “Log in” button.



THAYS

Username

Password

☐ Remember username

Log in

Forgotten your username or password?

Cookies must be enabled in your browser ?

Is this your first time here?

For full access to this site, you first need to create an account.

Create new account

In case you forgot your password, click on the link “Forgotten your username or password?” and follow the instructions.

- Go to Site home and you will see the homepage of the course categories. Choose the course “Finance your Enterprise: Financial Literacy Programme for Micro Entrepreneurs”
- When you enter you will find the list of the 4 language versions of the course. Choose the one you prefer.

INVEST

Co-funded by the Erasmus+ Programme of the European Union

Entrepreneurs, especially those pertaining to generation Y (generation aged 18-34), often lack the financial literacy skills required for the complex business decisions they face, need to better understand their financing needs and options, and to be aware of the support and services available to them.

INVEST project wants to boost financial literacy in micro enterprises thus to help them in staying stable on the market, foster local economies and support further employability.

The training course 'Finance your Enterprise' helps micro-entrepreneurs to develop their knowledge, skills and competences regarding the various financial elements related to running a small business.

Search courses  Go

INVEST Financial & Forecasting models for Entrepreneurs

Teacher: Jon Arnett  
Teacher: Xavier Rodriguez

The training course helps micro-entrepreneurs to develop their knowledge, skills and competences regarding the various financial elements related to running a small business.

Entrepreneurs belonging to micro-enterprises business, will be able after the training to manage their businesses responsibly, planning the current and future investment, economic and financial choices through accurate and rational forecasts based on genuine costs/benefits analysis.

INVEST Modelli Finanziari e di Previsione per Imprenditori

Teacher: Alessia Spatafora  
Teacher: Mario Spatafora  
Teacher: Antonella Tassi

Il corso di formazione aiuta i piccoli imprenditori a sviluppare le loro conoscenze, abilità e competenze per quanto riguarda i vari elementi finanziari relativi alla gestione di una piccola impresa.

Gli imprenditori appartenenti alla realtà delle microimprese saranno in grado, dopo la formazione, di gestire le proprie attività in modo responsabile, pianificando gli investimenti attuali e futuri, le scelte economiche e finanziarie attraverso previsioni accurate e razionali basate su analisi reali dei costi / benefici.

INVEST Οικονομικά μοντέλα & μοντέλα πρόβλεψης για επιχειρηματίες

Το μάθημα βοηθά τους μικροεπιχειρηματίες να αναπτύξουν τις γνώσεις, τις δεξιότητες και τις ικανότητες τους όσον αφορά τα διάφορα οικονομικά στοιχεία που σχετίζονται με τη λειτουργία μιας μικρής επιχείρησης.

Οι μικροεπιχειρηματίες, μετά την εκπαίδευση, θα μπορούν να διαχειριστούν υπεύθυνα τις επιχειρήσεις τους, να σχεδιάσουν τις τρέχουσες και μελλοντικές επενδύσεις τους και να κάνουν οικονομικές επιλογές μέσω λογικών προβλέψεων που βασίζονται σε ακριβή ανάλυση κόστους/οφελών.

INVEST Financiële tools voor kleine ondernemers


Teacher: Marie-Jeske Lettings

The training course helps micro-entrepreneurs to develop their knowledge, skills and competences regarding the various financial elements related to running a small business.

Entrepreneurs belonging to micro-enterprises business, will be able after the training to manage their businesses responsibly, planning the current and future investment, economic and financial choices through accurate and rational forecasts based on genuine costs/benefits analysis.

5. You will be transferred to the homepage of the course where you will find the course introduction and 4 modules.

### Course introduction




The training course 'Finance your Enterprise' has been developed in the framework of the Erasmus+ project 'INVEST Financial & Forecasting models for Entrepreneurs'. The project seeks to boost the financial literacy in micro-enterprises in order to help them remain stable in the market, foster local economies and support further employability. The online training course is composed by partners from the UK, Malta, Italy, Greece and the Netherlands.

Project coordinator: Mediterranean Bank Network  
Contact person: Marika Huber <info@medbanknet.com>

[Training course syllabus](#)

This training course syllabus provides a detailed outline of the INVEST training course 'Finance your Enterprise'. It will give you a detailed overview of the units, objectives, learning outcomes, number of exercises, downloadable resources, self-assessment quizzes and estimated completion time per module.

### Module I: Introduction to finance




Module I introduces financial concepts to entrepreneurs by emphasizing the existing link between lifestyle and financial goals, establishing the most common financial mistakes made and identifying a number of financial scams in the market. It will give you a thorough overview of financial concepts and their application within enterprises and the wider business sector. Moreover, it will help you to manage your business responsibly with guidance to planning current and future investments, not only directed to business, but also in relation to personal finance.

Project partner: Associazione per lo Sviluppo Organizzativo e delle Risorse Umane  
Contact person: Mario Spatafora <assfo@tin.it>

Files: 7 Pages: 8 Folders: 5 Quiz: 1  
Progress: 14 / 21

### Module II: Accounting




Starting and/or managing a business requires entrepreneurs to understand and complete a variety of business functions. One such function is accounting. Understanding financial accounting and taxation are pivotal factors that determine the success of a small business. Therefore this module helps you to measure, process and understand financial information about your business.

Project partner: Euroarea Merchant Srl  
Contact person: Antonella Tozzi <antonella.tozzi@euroareamerchant.it>

Files: 5 Pages: 8 Folders: 1 Quiz: 1  
Progress: 8 / 15

### Module III: Savings




Saving money is not as easy as it sounds and failure to save can be costly for small businesses. A large part of your success as a small business is dependent on your ability to save money. This module will help you to understand the concept and importance of savings and explains how you can set up a savings plan to reach your financial goals.

Project partner: Stichting Incubator  
Contact person: Marie-Jessie Lettinga <m.lettinga@stichtingincubator.nl>

Files: 3 Pages: 6 Folders: 2 Quiz: 1  
Progress: 6 / 12

### Module IV: Investment



Once an entrepreneur has established a company, he/she will want to grow the company to reach more customers or new markets. This can only be done through investment. Consequently, investing is about growing your company. By completing this module, you will be able to plan and manage investments in order to nurture your company.

Project partner: Bridging to the Future  
Contact person: Xavier Lewis Rodriguez <xlr@btoef.org.uk>

Files: 6 Pages: 8 Folders: 1 Quiz: 1  
Progress: 7 / 16

## Basic Navigation

There are several ways to navigate in the course.


**Breadcrumbs** – this is a menu placed under the project name that shows your position in the e-learning platform environment. This menu shows your current position and also the previous pages. You may transfer to any of these pages by clicking on its title.

## INVEST Financial & Forecasting models for Entrepreneurs

[Dashboard](#) / [Courses](#) / [Finance your Enterprise: Financial Literacy Programme for Micro Entrepreneurs](#) / [INVESTEN](#) / [Module I: Introduction to finance](#) / [Unit 1a Key points at a glance](#)



**Left-hand menu** – another way to navigate in the course is the left hand menu that shows the course structure in a drop-down menu. Click on the page you want to transfer there.

INVESTEN	
Participants	
Badges	
Competencies	
Grades	
Course introduction	
Module I: Introduction to finance	
Module II: Accounting	
Module III: Savings	
Module IV: Investment	
Dashboard	
Site home	
Calendar	
Private files	
My courses	

## User Profile

You can edit your profile (Profile) or change your password (Preferences) by clicking your name wherever it appears.

[Dashboard](#) / [Profile](#)

[Reset page to default](#)

[Customise this page](#)

User details

Country  
Greece

Course details

Course profiles  
INVEST Financial & Forecasting models for Entrepreneurs

Edit profile

Miscellaneous  
[Blog entries](#)  
[Forum posts](#)  
[Forum discussions](#)  
[Learning plans](#)

Reports  
[Browser sessions](#)  
[Code execution](#)

Click on **Edit profile** to change your profile. Fill in the information you want to change / include. Not all the fields are required. When you finish editing click on the **Update profile** button.

▼ General

First name

!

×

- Missing given name

Surname

!

×

- Missing surname

Email address

!

×

- Required

Email display

Allow only other course members to see my email address ▾

City/town

Select a country

Select a country... ▾

Timezone

Server timezone (America/New\_York) ▾

Description

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📺

📄

Picture description

▶ Additional names

▶ Interests

▶ Optional

Update profile



## Educational materials and exercises

Each modules contain all/some of the following:

- Introduction
- Infographics
- Educational materials
- Additional materials
- Activity tips
- Self-Evaluation Quiz
- Evaluation questionnaire

You simply have to press on the title of each link and the corresponding page and contents will open.

 [Module I: Introduction](#) 

 [Unit 1a Key points at a glance](#) 



 [Unit 1a: What financial issues do micro-entrepreneurs face?](#) 

The majority of micro-entrepreneurs generally do not know what financial concerns they may have to come across.

Furthermore, many micro, small and medium-sized businesses find it difficult to obtain bank financing possibly since one does not know how to navigate the process.

Upon completion of this unit, you will:

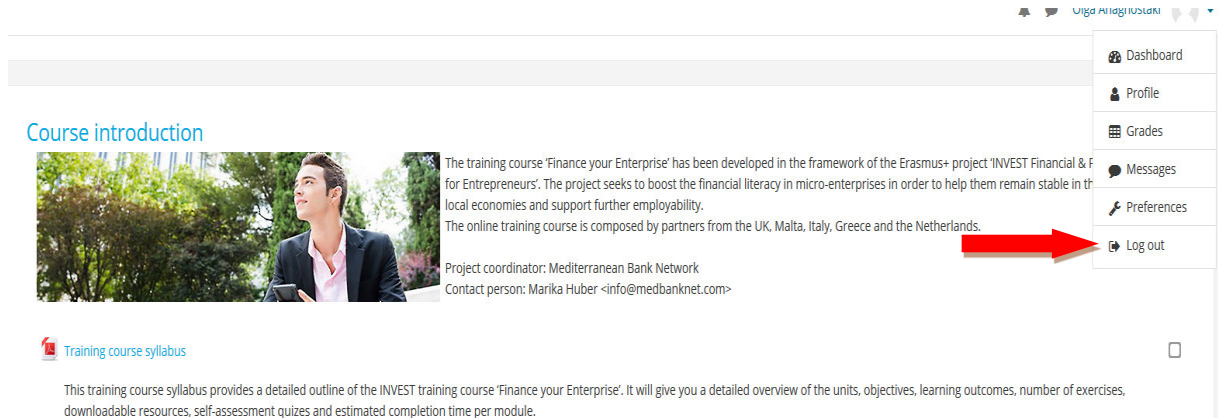
- Become confident with the main financial literacy issues
- Understand what "asking for finance" requires and be able to ascertain the most important financial risk factors
- Understand what basic financial information is required and be able to formulate this

 [Additional materials for Module I - Unit 1a](#) 



## Logout from account

To log out from your account and leave the educational environment of e-learning you should, each time, choose the option Log out from your Profile menu on the top right-hand corner of the screen.



The screenshot shows the top right corner of a web application. A user profile menu is open, displaying options: Dashboard, Profile, Grades, Messages, Preferences, and Log out. A red arrow points to the 'Log out' option. Below the menu, the 'Course introduction' section is visible, featuring a photo of a man and text about the 'Finance your Enterprise' training course. Below this, there is a link for 'Training course syllabus' and a brief description of the syllabus.


Uiga Piliagi / Ustaki

- Dashboard
- Profile
- Grades
- Messages
- Preferences
- Log out

### Course introduction

The training course 'Finance your Enterprise' has been developed in the framework of the Erasmus+ project 'INVEST Financial & F for Entrepreneurs'. The project seeks to boost the financial literacy in micro-enterprises in order to help them remain stable in the local economies and support further employability. The online training course is composed by partners from the UK, Malta, Italy, Greece and the Netherlands.

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## Completion of course

You can read materials whenever you can, access to the education environment is open all hours of the day.