

# **Finance for Non-Finance Personnel**

## Finance for Non-Finance Personnel

Class Length: 4 Days

NASBA CPE : 20

Category: Business Skills

Sub Category : Finance and Accounting

### Program Objectives:

By the end of the program, participants will be able to:

- Know the functions of financial management.
- Understand the four key financial statements: balance sheet, income, cash flow and changes in owners equity.
- Interpret the financial health of a company or profit center.
- Master capital budgeting and cost-volume-profit analysis.
- Use financial information to manage the business or their departments.

### Program Outline:

#### Introduction

- The Goals and Functions of Financial Management
- The Three Most Important Questions Answered by Finance

#### The Key Financial Statements

- Income Statement
- Changes in Owner Equity
- Balance Sheet
- Cash Flow

#### Analysis of Financial Statements

- Judging the Health of the Business
- Income Statement Ratios
- Balance Sheet Ratios
- How to Read Company Annual Reports



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### Cost Concepts and Decision-Making

- Cost-Volume-Profit Analysis
- Breakeven Analysis
- Economic Costs versus Accounting Costs
- Marginal Analysis
- Cost-Based Pricing

### Capital Projects

- The Time Value of Money
- Cost of Capital
- The Capital Budgeting Decision
- Methods in Evaluating Capital Projects
- Sensitivity and Risk Analysis

### Working Capital and the Financing Decision

- Current Asset Management
- Sources of Short-Term Financing

### Using Financial Information to Manage the Business

- Making Business Decisions in Finance, Marketing, Production and Investment

### The Budgeting Process

- Guidelines and Techniques
- Cost Control