



Finance for Nonfinancial Managers - Online

This introductory curriculum provides managers with a basic understanding of financial management. It demonstrates how to read and understand key elements of financial statements and reports, such as balance sheets, income statements and cash flow statements. Participants also learn how to apply basic financial and accounting principles to budget preparation and analysis.

Please note that this is a curriculum of individual course modules. You will need to pass each module exam in order to qualify for a certificate of completion.

This is an asynchronous eLearning program that can be accessed 24/7 from any internet enabled computer. Access is for 91 days.

Targeted Audience

Managers, analysts, consultants, project leaders, accountants, auditors, and others who seek a broad, yet comprehensive understanding of managerial financial tools and analytical methods used by successful operating managers to make better business decisions.

Learning Objectives

Students will be able to:

- . Recognize the goals of financial management
- . Define key accounting concepts
- . Recognize the use and characteristics of a balance sheet
- . Recognize the use and characteristics of an income statement
- . Identify a cash flow statement and how to use it
- . Recognize the use and characteristics of the notes to financial statements

- . Recognize the purpose and characteristics of Generally Accepted Accounting Principles (GAAP)
- . Identify the importance and characteristics of an audit and that of its primary documentation
- . Define double entry bookkeeping concepts in relation to the accounting equation
- . Compare the functions and contents of a ledger and a journal
- . Identify the different types of budgets
- . Describe the elements necessary to prepare a basic budget
- . Identify specific tools for analyzing and benchmarking financial information
- . Discuss the time value of money

Alumni Comments

"Excellent refresher for business managers!"

"Information was very well presented and easy to understand."

"Overall, I am really pleased with the class."

Follow-Up Courses

Money & Banking - Online

Corporate Finance - Online

Business Valuation - Online

Financial Statement Analysis - Online

Level: Basic

CPE Credits: 6

Instructional Method: Self-Study

Detailed Outline

Introduction to Financial Management

Topics covered include:

- . What is Financial Management?
- . Goals of Financial Management
- . Definition of Profitability and Viability
- . Definitions of Key Accounting Terms

Duration: 1 hour

Key Financial Statements

Topics covered include:

- . Balance sheet
- . Income statement
- . Statement of cash flows
- . Notes to financial statements

Duration: 1 hour

GAAP and Audits

Topics covered include:

- . Generally accepted accounting principles
- . The audit, including the management letter and auditor's report

Duration: 1 hour

Recording Financial Information

Topics covered include:

- . Key concepts
- . Recording financial events in journals and ledgers
- . Using financial information to improve decision making, budget planning, proposals and communication of information

Duration: 1 hour

Budgeting for Nonfinancial Managers

Topics covered include:

- . Elements of a budget
- . Using a budget to set goals, evaluate results and improve decision-making effectiveness, communication and coordination
- . Preparing a budget
- . Break-even analysis
- . Reading, understanding, organizing and using departmental budgets

Duration: 1 hour

Analyzing and Benchmarking Financial Information

Topics covered include:

- . Summary of total process
- . Application of concepts and formulas
- . Basic financial ratio analysis
- . Time value of money

Duration: 1 hour

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Review

'This course offers basic but thorough information and has a nice balance of professionalism and personability,' says LGuide, an independent e-learning research and consulting organization.

For more information regarding administrative policies such as complaints and refunds, please contact our offices at 212-641-6616.