



## Finance for Non-Financial Managers - Online

This introductory course 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.

This is an asynchronous eLearning course that can be accessed 24/7 from any internet enabled computer.

### Available Session(s):

Available Today

Online

USD \$299

Online

Instructor(s):[]

### 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.

### Advance Preparation

No advance preparation required.

### Prerequisites

None

### 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

## **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**

### **Individual Modules**

#### **Introduction to Financial Management**

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

#### **Key Financial Statements**

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

#### **GAAP and Audits**

- 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

## **Recording Financial Information**

- Define double entry bookkeeping concepts in relation to the accounting equation
- Compare the functions and contents of a ledger and a journal

## **Budgeting for Nonfinancial Managers**

- What is a Budget?
- Organizational Budgets and Departmental Budgets
- Using a Budget
- Preparing a Budget

## **Analyzing and Benchmarking Financial Information**

- Financial Ratio Analysis
- Liquidity Ratios
- Profitability Ratios
- Time Value of Money

## **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.