



Finance Essentials for the Professional

This course provides a basic understanding of financial management. It demonstrates how to read and understand key elements of financial statements and reports. Balance sheets, income statements, and cash flow statements are also reviewed, and participants learn how to apply basic finance and accounting principles to cash budget preparation and analysis, as well as capital budgeting.

Targeted Audience

Operations managers, project managers, program managers, department heads and anyone wishing to develop a basic understanding of finance.

Special Offer

Clients who register for this course will receive a complimentary 4-month subscription to FT.com. The Financial Times is the world's most respected financial newspaper, providing a broad assessment on finance, business and the industrial sector. The move to the electronic version follows an ongoing review of our environmental responsibilities as a global business and as part of the Pearson group. FT.com also has features that are not available in hard copy, such as: Special Reports, Alphaville, editor blogs, education sections and much more! Subscriptions will start within 6-8 weeks of the start of class and are limited to one subscription per client. (Please note: as of May 1, 2011, the electronic subscription replaces the hard-copy 3-month Financial Times subscription.)

Advance Preparation

No advance preparation required.

Prerequisites

A basic understanding of business

Learning Objectives

Students will be able to:

- . Explain the nature and role of financial management
- . Identify key financial statements and their interrelation
- . Discuss the content of financial statements and what the statements reveal about the company.
- . Identify the importance of accounting methods to financial analysis
- . Describe methods of forecasting, budgeting and planning

Alumni Comments

"The instructor was able to explain the 'jargon' and its application to the real world."

Level: Basic

CPE Credits: 14.0

Instructional Method: Group-Live

Detailed Outline

Day One

Understanding Financial Management

- . Understanding financial management
- . Role of financial management in an organization
- . The business path/cycle
- . Communicating the goals & objectives of financial management

Interpreting Key Financial Statements

- . Balance sheet overview
- . Assets, liabilities and stockholders' equity
- . Key accounting terms relating to the balance sheet
- . The difference between financial institutions and corporate/industrial balance sheets

Day Two

Financial Management and Accounting Principles and Processes

- . Review basic accounting terms
- . Recording financial information
- . Basic accounting concepts
- . Ratio analysis

Forecasting

- . Projecting sales revenues and expenses during the planning period
- . Estimate the level of investment in current and fixed assets to support the sales
- . Determine financing needs during

Income Statement

- . Income statement overview
- . Key accounting terms relating to the income statement
- . Revenues, expenses and profitability measures
- . Difference between financial institutions and corporate/industrial income statements

Statement of Cash Flows

- . Overview of cash flow statements
- . How it affects the balance sheet and income statements
- . Difference between financial institutions and corporate/industrial statement of cash flows

Using the Financial Statements

- . Quality of financial reporting
- . Accounting policies, estimates
- . Timing of revenue and expense recognition
- . Notes to financial statements
- . Auditor's report

planning period

- . Analyzing historical data to identify trends

Budgeting and Planning

- . What budgets do
- . Types of budgets
- . Guidelines for preparing a budget
- . How to relate your budgets and plans to your organization's strategic objectives
- . Budget implementation
- . Variance analysis

Capital Budgeting

- . Defined
- . How and why capital budgeting is used
- . Breakeven analysis
- . Selecting projects
- . NPV

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