

## Finance for Non-Financial Professionals

*"Break through the mystery of financial statements to help increase your knowledge and skills on the job"*

**Course #: BM0900**

**Earned PDU: 21 PDU**

**Duration: 3 Days**

### Overview:

If you want to know more about business finance than you do now -- and want to learn it quickly -- this program is your answer. You'll get a solid working knowledge of accounting, financial reporting and the budgeting process. You'll learn the language of finance, how to read and analyze financial statements and the best ways to build a budget that works. Finance for Non-Financial Professionals is a comprehensive Three days seminar that will simplify finance for the non-financial professional. This course will explain financial statement in "practical terms" what you need to know about applying financial terms and principles as they relate to the international industry standards.

(1) The Goals and Functions of Financial Management	(5) Capital Projects
(2) The Key Financial Statements:	• The Time Value of Money
• Income Statement	• Cost of Capital
• Retained Earnings	• The Capital Budgeting Decision
• Balance Sheet	(6) Working Capital and the Financing Decision
• Cash Flow	• Current Asset Management
(3) Analysis of Financial Statements	• Sources of Short-Term Financing
• Judging the Health of the Business	(7) Using Financial Information to Manage the Business
• Income Statement Ratios	• Making Business Decisions
• Balance Sheet Ratios	1. Finance
(4) Cost-Volume-Profit Analysis	2. Marketing
• Break-Even Analysis	3. Production
	4. Investment
	(8) The Budgeting Process
	• Guidelines and Techniques
	• Cost Control

### Objectives:

- Learn the functions of financial management
- Understand the four key financial statements: balance sheet, income, cash flow and retained earnings statements.
- 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.

### Who Should Attend?

Managers, supervisors and staff from any function including finance who need to improve understanding and use of financial information. This program has no minimum requirements.

### Course Materials:

- Comprehensive Course-In-Book Training Study Slides
- Valuable read-out text e-Book (Soft Copy)
- Completion Certificate (21 Contact Hours)

**Course Fees: USD 1,450**

**Schedule:** [www.pmctquest.com/schedule.html](http://www.pmctquest.com/schedule.html)