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MILPARK
BUSINESS SCHOOL



SHORT COURSE IN FINANCE FOR NON-FINANCIAL MANAGERS

DESCRIPTION

Middle level managers are often tasked with the responsibility of driving the operational machinery of businesses. To be effective in this regard, a cross-functional knowledge of critical processes is often required, including financial management. This course is designed to provide such managers, whose specialty is not financial management, with the necessary skills to better appreciate the underlying information contained in the financial reports which they may receive or are required to debate at work. A practical exposure to the fundamental knowledge and skills needed to support operational financial decision making is provided in this course. No prior knowledge of financial management is assumed and a pragmatic, very hands-on approach is adopted in the design and delivery of the course.

ADMISSION REQUIREMENTS

Open enrolment.

Literacy at NQF Level 4 and numeracy at NQF Level 3 or equivalent is recommended.

CERTIFICATION

Upon successful completion of the study programme and internal assessments, candidates will be awarded the Short Course Certificate in Finance for Non-Financial Managers by the Milpark Business School.

EXIT LEVEL OUTCOMES

On completion of this course, the qualifying candidate will be able to:

- Describe the role of finance in achieving operational objectives
- Analyse financial performance through the use of financial ratios and variance analysis
- Apply risk-return including cost of capital principles to capital funding and investment decisions
- Understand how to protect and manage corporate resources and working capital
- Apply forecasting and budget management principles to performance management
- Apply sound time value of money principles in the selection and analysis of capital projects
- Apply contribution margin and break-even analysis in production and profit targeting decisions.

PROGRAMME OUTLINE

- Understanding financial statements
- Risk and return analysis
- The time value of money
- Financing and investment decisions
- Working capital and cash flow management
- Capital budgeting
- Profit targeting decisions
- The cost of capital

ASSESSMENT

An integrated approach to assessment is applied. This includes individual and group formative assessments as well as an individual summative assessment. The practical nature of the course is emphasised in all assessments.

DURATION

40 Hours / 10 Weeks

This short course is offered on a part-time basis. Lectures are scheduled on Saturdays from 8:30 to 12:30 per session. Final results of assessments will be released within 4 weeks of completion of the course. Students may be given a second and final opportunity to retake assessments in which they were initially unsuccessful.

FURTHER STUDIES

Students who have successfully completed this short course certificate may articulate onto other short courses. Depending on the student's academic background, other Milpark Business School whole qualifications may also be available to the student.

ABOUT THE BUSINESS SCHOOL

Milpark Business School offers a range of higher education qualifications, accredited by the Higher Education Quality Committee (HEQC) of the Council on Higher Education (CHE). Milpark Business School offers distance learning and contact learning, as well as supporting workshops. The qualifications range from a variety of certificate and diploma programmes to an MBA and a B.Com in Banking Management.

PRICING

The fees include prescribed textbooks, comprehensive student guides and one cycle of internal assessments.

Please contact the Milpark Business School sales department for more details.

DISCLAIMER

The content of this brochure is accurate at the time of going to print. Milpark Business School reserves the right to change the programme content due to changes in legislation, market requirements and other reasons. Notice of such changes will be published on our website.

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