

Short Course Outline and Fact Sheet

Course name	Finance for Non-Financial Managers
Course code	FINNFM-SC
Mode of delivery	Blended
Duration	1 month
Contact days required	4 days

PURPOSE

This short course introduces delegates to basic financial management principles, tools and techniques applicable in a broad range of management contexts. The course is designed to assist managers with no financial management background to understand the financial implications of managerial decisions. It will enable participants to participate meaningfully in managerial processes such as budgeting, costing, pricing, working capital management and the analyses of financial statements. Such competences are particularly important in entrepreneurial organisations, which might not have access to specialised financial management capabilities. Since financial performance is a central indicator of effectiveness for any business, the fundamental financial literacy offered through this course is a compelling requirement for managers at all levels.

OUTCOMES

Upon successful completion of this course, the participants will be able to do the following in the context of the targeted organisation (s)

1. Demonstrate an understanding of key factors influencing production cost
2. Select and apply relevant tools for efficient product pricing
3. Effectively apply key principles of managing cash flow and working capital
4. Perform basic analysis of financial statements for improved decision-making
5. Demonstrate critical insights into the financial implications of major decisions within assigned authority.

PROGRAMME STRUCTURE

The following topics constitute the core content of this course:

- The nature and importance of financial management
- Business and accounting cycles
- Financial planning and control - Budgeting
- Management of working capital and cash flows
- Pricing strategies and decisions

- Analysis and interpretation of financial statements

DELIVERY AND PROGRAMME MANAGEMENT

One week before the contact sessions, delegates will have access to the online course environment through which they will receive a general course orientation and study materials for some structured background reading. This is followed by a **three-day workshop** underpinned by experiential learning principles. Active participation during the workshop contributes towards the formative assessments. An individual assignment is due within one week after the workshop.

Team dynamics are assessed through a Group research-based project, which is due within 3 weeks after the workshop. Delegates then reconvene for **one more day**, for panel presentations and debriefing. Between the contact sessions, delegates will be supported via an online tutor and peer interactions. A concise report on current achievement and opportunities for further development is issued per delegate.

CERTIFICATION AND FURTHER STUDIES

At the end of the course, candidates will be certified according to the following requirements:

Certificate of attendance: 85% attendance with meaningful participation.

Certificate of competence: A final mark of 50%, with a sub-minimum of 40% in the summative assessment. In addition, successful candidates receive a statement of results and may qualify for exemptions in line with the prevailing requirements.

PRICING

Course fee: R7870.00

This includes tuition, study material and access to the online support (including library services) for the duration of the course and one cycle of assessments.

TECHNOLOGY REQUIREMENTS

In order to access online resources and participate in online activities, all students require access to reliable computer and internet facilities. The following minimum system requirements are recommended:

1. Reliable internet connection with continuous access
2. Firefox/Internet Explorer/Chrome web browser
3. Microsoft Word
4. MS Project 2013
5. The means to open and read PDF documents
6. The means to scan and upload documents
7. Email/cellphone for notification and communication.

Further information

For client-specific queries, please contact: Excedsupport@milpark.ac.za