MILPARK EDUCATION Business School

Short course: FINANCE FOR NON-FINANCIAL MANAGERS



QUALIFICATION:
SHORT COURSE: FINANCE FOR NON-FINANCIAL MANAGERS
FNFM01-OS

MODE OF DELIVERY:
Online

PROGRAMME PURPOSE

This short course introduces you to basic financial management principles and empowers you to understand the financial aspects of business and management decisions better. The purpose of the course is to enable people with no financial background to understand finance and its associated terminology. It will enable you to perform the basics, such as understand and analyse financial statements, complete basic cash and capital budgeting, manage working capital, make valid pricing decisions and assess project progress and returns. Basic financial management knowledge and skills are important for enabling non-financial managers to perform optimally in their different work environments. Likewise, these are critical skills for entrepreneurs seeking to grow a business to ensure its success. These skills may also be valuable for advancing your career in any field and will be an advantage in the talent market.

The following are examples of careers and professions that will benefit from this course:

- Small business owner
- General Manager
- School Principal or Head of Department at an educational institution
- Marketing Manager
- IT Manager
- Professional, such as architect, attorney, engineer or doctor
- Human Resource Manager
- Bookkeeper.

PROGRAMME OUTCOMES

On completion of this course, you will be able to:

- Demonstrate an understanding of the broader environment of financial management.
- Prepare and understand the basic financial statements.
- Interpret financial statements and make the necessary decisions with the information.
- Be able to evaluate the financial viability of an organisation/ project by making use of basic financial ratios.
- Demonstrate an understanding of the importance of working capital and cash flow in a business.
- Apply the fundamentals of budgets and compile a monthly budget for a 12-month period in line with operational plans.
- Compile a financial plan and be able to supervise the financial management of a unit against given requirements.
- Make pricing and investment decisions.

PROGRAMME STRUCTURE

The following key topics are covered in the course:

- Introduction to basic financial concepts
- The business and accounting cycle
- Income statements
- Balance sheets
- Statements of cash flows
- Management of working capital
- Calculation and interpretation of basic financial ratios
- Budgeting and financial planning
- Financial break-even and pricing decisions.

MODULE DESCRIPTIONS

Short Course: Finance for Non-financial Managers
FNFM01-OS

ADMISSION REQUIREMENTS

This course has open enrolment, but proficiency in English is required.

English proficiency

Foreign applicants whose first language is not English are required to provide proof of proficiency in English prior to admission to the qualification. Foreign students who do not hold a South African matric certificate must present a matric verification from the South African Matriculation Board on application.

ACCESS TO TECHNOLOGY

Milpark provides students with materials, resources, formative assessments (including online tests and quizzes), discussion opportunities and a number of administrative services as part of the *myMilpark* and *myCourses* online tuition and support environments. Course materials direct students to additional external resources in the form of links to downloadable documents, websites and videos.

Having access to the below-mentioned online facilities is essential for efficient communication, learning and success. You will need continuous (daily) access to study, using the resources mentioned above, and to submit and receive your assignments.

Minimum system requirements

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

STUDENT SUPPORT

Library access

The Milpark Library now provides access to e-books in a virtual library called Cyberlibris (Scholartext). Lecturers may create smart bookshelves per course or module for students to access (these shelves can contain prescribed and recommended books). Students can also create their own personal smart bookshelves containing resources for their studies. Having access to a digital library means that thousands of students can access books and resources from anywhere at the same time online. There is no need to make reservations and requests, and no limit to the time a student has to access a book. With the implementation of Cyberlibris, students also have access to full-text resources via Emerald (global), Ebsco (global) and Sabinet (South African publications) to assist with research and to enrich their learning experience. Access to the Library is included in the module fee.

Tutor

Comprehensive student support services are available. Students are provided with administrative support by Student Services. To assist with understanding content, students have access to tutors whom they can contact individually. Students who experience study and/or personal problems have access to a student counsellor. All support services are available to registered students via *myMilpark (myCourses)*.

ASSESSMENT

An integrated approach to assessment is applied. The practical nature of the course is emphasised in all assessments.

The following are examples of assessments/activities you could be exposed to during your course:

- Online quiz or online test
- Individual and/or group assignments with open-ended questions
- Online discussion forums with other students and your course lecturer
- Watching videos and summarising the main points
- Reading and engaging with study material, articles or information on websites
- Researching a specific topic and summarising your findings.

The exact structure of your assessments will be communicated to you in a detailed assessment plan when the course commences. A minimum final mark of 50% will be required in order to complete the course successfully.



DURATION

This course will run over a period of six weeks, running from Tuesday to Monday every week.

CERTIFICATION

A short course certificate of completion will be issued provided that you meet the minimum requirements for certification for this specific course.

FURTHER STUDIES

Students who have successfully completed this short course certificate may articulate onto other short courses. Students may at any time apply for admission to any of Milpark's further or higher education qualifications, where they may be admitted, subject to the admission requirements of each qualification.

DISCLAIMER

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

ENQUIRIES: 086 999 0001
study@milpark.ac.za
(Students wanting to register)
support@milpark.ac.za
(Admin/support related queries)
WWW.MILPARK.AC.ZA