

## MONA SCHOOL OF BUSINESS & MANAGEMENT

THE UNIVERSITY OF THE WEST INDIES, Mona

### COURSE OUTLINE

Programme: Executive Development Courses

Course Title: Introductory Finance

Contact Hours: Six (6)

#### **Overview:**

In any organization the finance function plays a key role in developing business and determining service or product costs. Proper financial management assists the organization to effectively and efficiently utilize its limited resources to achieve its objectives. Non-financial officers are also involved in managing finance for their business functions, hence the need for them to acquire the requisite financial skills. This course aims to equip the non-financial officers with knowledge in core financial principles and improve their financial decision making in this ever changing business environment. This course will help officers to understand how the decisions they make will affect the financial performance of their organization.

#### **Objectives:**

Finance Made Simple course will equip participants with a clear understanding of business of finance, how to interpret financial statements such as Profit and Loss, Balance Sheet, Cash flow Forecasts, Risk analysis and breakeven figures. It will highlight the key financial areas one should be addressing as a manager/supervisor and know when to lookout for warning signals. Understand how, why and when you may need to raise capital for your business.

At the end of the course, Participants will,

- Be familiar with the content of the tree basic accounts
- Understand how they can be used to manage performance
- Appreciate the contribution that financial information makes to business decision making
- Be able to ask more informed questions
- Be encouraged to want to explore your own organisation's finances in more depth.

#### **Content:**

- Objectives of Financial Statements
- Elements of Financial Statements
- Balance Sheet
- Profit and Loss Account
- Cash flow Statement

- Interpretation of Financial Statements
- Ratio Analysis and Key Indicators
- Budgeting and Variance Analysis
- Cash flow Forecast
- Introduction to International Financial Reporting Standards (IFRS)

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**Methodology:**

Participants will be exposed to a series of Power Point Presentations of examples and quizzes. There will be a Q &A session at the end of each section.  
The delivery will be via on-line modality

**Method of Assessment:** - Through mini quizzes

**Certification:**-Certificate of Participation cises.