

(Proposed NQF 6)



NORTH-WEST UNIVERSITY
YUNIBESITI YA BOKONE-BOPHIRIMA
NOORDWES-UNIVERSITEIT



Short Learning Programme in **NON-FINANCIAL MANAGERS FINANCE** (Proposed NQF 6, Credit points 15)

PERSPECTIVE

Almost every individual in a business makes financial decisions on a daily basis, some without even being aware of making these decisions. Courses in financial management equip decision makers at a variety of levels within the organisation with tools to enhance their ability to make rational business decisions that will create value in organisations.

WHO SHOULD ENROL?

The course for non-financial managers aims to equip non-financial specialists with the necessary skills to 1) better understand their financial specialist colleagues and 2) to improve their own judgement of financial issues and financial management skills. The final objective is to get everybody aligned to optimise value creation in the entity

GENERAL INFORMATION

ASSESSMENT

Case studies, exercises and company specific problem solutions or attendance only.

CERTIFICATION

Successful candidates receive NorthWest University certificates (Higher Education Quality Council (HEQO) registered).

OTHER INFORMATION

Course dates, venues and fees are available on request.

NON-FINANCIAL MANAGERS FINANCE

The aim is to equip non-financial managers with the skills necessary to improve their understanding of the financial function in the business and specifically their own ability to make sound financial and investment decisions.

COURSE FEATURES

- Presented over nine (9) days of 8 hours each.
- Expect participants to do the prescribed readings.
- Proposed NQF 6.
- Credits 15.
- Study material hardcopy and/or CD.

MODULE 1:

Financial Statements - Basics and Analysis

The aim is to create an understanding of the function of financial statements in the business management process to enhance value creation.

MODULE FEATURES

Presented over three days of 8 hours each.

OUTCOMES

- Explain the role of financial accounting in the wealth creation process.
- Demonstrate how a financial statements are utilised for improved management; and
- Analyse and use financial ratios to benchmark.

STUDY UNIT 1

Participants have to apply financial accounting concepts within a framework of conceptual thinking to improve value based management decisions.

STUDY UNIT 2

Income statements; Balance sheets; Statement of cash flows; Net cash flow; Retained earnings; Adjusting accounting data for financial managerial decision-making; MVA. EVA and the impact of taxes on financial decisions.

STUDY UNIT 3

Ratio analysis; Trends; Common size and Percentage of change analysis; Du Pont in a management context: Benchmarking; Uses and limitations; beyond the ratio's.

MODULE 2:

Essentials of Management Accounting

The aim is to create an understanding of the processes and technologies of management accounting that enhances shareholder and customer value.

MODULE FEATURES

Presented over three days of 8 hours each.

OUTCOMES

- Understand the major processes that management accounting systems use to manage resources to create value
- Understand behavioural issues and the cost-benefit trade-offs that need to be considered in the design of management accounting systems; and
- Understand how the budgeting process fits into the wider strategic planning and control process of an organisation.

STUDY UNIT 1

Explain the different measures of product costs for different purposes; outline the flow of cost through the accounts used in product costing; distinguish between job costing and process costing.

STUDY UNIT 2

Identify and understand the behaviour of fixed and variable costs; calculate break-even points, margins of safety and operating leverage; apply cost-volume-profit concepts to planning, control and pricing decisions.

STUDY UNIT 3

Understand the budgeting process; how budgets are developed and used in responsibility accounting systems; understand the various components that make up the budget and budgeting control.

MODULE 3:

Projects and their valuation

The aim is to value projects based on earnings potential and the risk associated with a specific project to enable managers to make strategic investment decisions that create value.

MODULE FEATURES

Presented over three days of 8 hours each.

OUTCOMES

- Discuss capital budgeting.
- Explain capital budgeting techniques.
- Use capital budgeting decision rules in practice; and
- Make rational investment decisions.

STUDY UNIT 1

Apply capital budgeting concepts in a frame work of conceptual thinking for improved value based decision-making.

STUDY UNIT 2

Determining cost of debt, equity, preferred stocks; Weighted average cost of capital; Comparison of cost of Equity calculation approaches;

Adjusting for risk; Divisional and project cost of capital; Problems and mistakes to avoid.

STUDY UNIT 3

capital budgeting and projects; capital budgeting decision rules (IRR, MIRRR, NPV, ANPV, PI, Pay back etc.) Post audit.

STUDY UNIT 4

Estimating cash flows; Relevant cash flows; Adjust for inflation; Project risk analysis; Project decision trees.

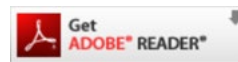
ASSUMPTIONS PREVIOUS LEARNING

Basic understanding of financial and management accounting, economics, mathematics, statistics and time value of money.

NB: It's suggested that participants that do not have a clear understanding of compounding and time value of money should first do our Essential Financial Skills short course. The latter can also be included as part of the non-financial managers short course but would require an additional day of attendance. For more information please contact us.



Short Learning Programme in **NON-FINANCIAL MANAGERS FINANCE** **APPLICATION FORM**



NB! latest version of
ADOBE ACROBAT
READER before
attempting to complete
the form.

Applications must be accompanied by:

- Two clear recent passport-size photographs
- A letter from the participant's employer in which:
 - the employer certifies that the participant meets the requirements; and
 - the employer grants permission for the participant to participate in the programme
- A certified copy of your Identity Document

Application for admission to the Non-Finance Managers Finance

- Strictly confidential
- Please complete in type or print-hand

A. Personal information

Initials and surname	<input type="text"/>	Title	<input type="text"/>
Names	<input type="text"/>	Nickname	<input type="text"/>
ID no.	<input type="text"/>	Date of birth	<input type="text"/>
Home address	<input type="text"/>		
		Postal code	<input type="text"/>
Tel no. (H) Area code	<input type="text"/>	No.	<input type="text"/>
Cell no.	<input type="text"/>		<input type="text"/>
Nationality	<input type="text"/>		
E-mail	<input type="text"/>		
Postal address (if different from home address)	<input type="text"/>		
		Postal code	<input type="text"/>
Work address	<input type="text"/>		
		Postal code	<input type="text"/>
Tel no. (W) Area code	<input type="text"/>	No.	<input type="text"/>
Fax no. Area code	<input type="text"/>	No.	<input type="text"/>

B. Post-school activities

Complete in reverse order (starting with the most recent) all tertiary academic work, including qualifications (compulsory for evaluation purpose).

University/College/Technikon	Period (Year)	
	From	To

Name of Degree/Diploma/Certificate	Study completed	
	Yes	No

C. Employment Record

Please record your most recent positions of employment, starting with your present position.

Name of Company	Industry	Title or Position	Date	
			From	To

Controlling Company _____

Subsidiary/Section _____

Nature of Business _____

Title Position _____

Number of Employees _____

Number of Years in Position _____

The NWU School of Business & Governance places great emphasis on the condition that participants should be able to work in a small study group. This enables them to learn from each other. To facilitate this process, you are requested to supply a short description of your present obligations and responsibilities in your organisation.

D. Payment Options (Please request an invoice before making a payment)

Payment enclosed (Please mark appropriate box) ☐ Cheque ☐ Postal order ☐ Transfer ☐ RealPay

Account details

ABSA Bank
Account No. 670 642 313
Branch Code 632005
Ref: Invoice Number

Cheques should be made out to:

North-West University
(No cash please)

Please fax proof of payment to:

Fax No. 087 231 5498
Attention: Marni Young

Entity responsible for payment:

☐ Self ☐ Company

If self and are unable to pay full study fees immediately, please complete the RealPay debit order option form. (Available on request)
If company, please provide the following details for invoicing purposes:

Registered Company Name: _____

Company Address Details: _____ Company Vat Reg. No. _____

_____ Postal Code _____

Contact Credentials of Creditors Department: Contact Name _____

Tel No. Area Code _____ No. _____

This application, once approved, becomes a legal and binding agreement between the applicant and NWU-PBS which is irrevocable.

E. Submit

Please post your completed application form to:

Admin Officer: Non-Financial Managers Finance
NWU School of Business & Governance
Private Bag X6001, NWU
Internal Box No. 296
Potchefstroom, 2520

Signature of Candidate

Date

Y Y Y Y M M D D

Submit by email

Reset form

North-West University; Private Bag X6001, Potchefstroom, 2520
E-mail: pbsinfo@nwu.ac.za

Marni Young
Tel: 018 285 2325
Fax: 086 602 7302

<http://commerce.nwu.ac.za/business-school/>

