

Finance and Accounting for Non-financial Managers

Course Outline

- ✦ The Accounting Environment: Concepts and Principles
- ✦ Double Entry Book-keeping
- ✦ Recording Financial Transactions
- ✦ The Balance Sheet
- ✦ The Income Statement and Statement of Retained Earnings
- ✦ Capital Investment Analysis
- ✦ Budgeting
- ✦ Analyzing and Interpreting Financial Statements
- ✦ Adjusting and Closing Accounts and Completing the Accounting Cycle
- ✦ Financial Risk/Return Analysis For Management
- ✦ Decision Making

Course Overview

This course equips non-financial managers with the knowledge to understand financial and operational measures, prepare and utilize budgets and analyse and interpret financial statements for financial and management decision making.

How Will You Gain

You will learn to:

1. Grasp accounting fundamentals such as debits, credits and double-entry bookkeeping
2. Analyze and interpret financial statements such as Income Statements and Balance Sheets
3. Use financial tools to manage performance more effectively
4. Determine how assets, liabilities affect your area of operations
5. Apply financial risk/return principles to managerial decision making
6. Prepare budgetary estimates and monitor and analyse variances
7. Justify your requests for equipment and capital expenditure

What Managers Do

Course Outline

- ✦ Who is a Manager?
- ✦ The Development of Contemporary Management
- ✦ Strategic and Managerial Planning: Planning to Compete
- ✦ Managerial Planning
- ✦ Structuring the Organization
- ✦ Organizing Human Resources
- ✦ Understanding Motivation and Leadership
- ✦ The Managerial Control Process
- ✦ Understanding Total Quality Management (TQM)
- ✦ Managing in Tomorrow's Environment

Course Overview

“What Managers Do” breaks your job as a manager down into its components – planning, organizing, staffing, directing, and controlling. As a result, you'll be able to start every day with a sense of organization and control you never had before. You'll see how everything you do fits into your overall role as a manager. This insight gives you a firmer grasp of the task at hand, making it easier to delegate effectively, motivate successfully, use time efficiently and increase productivity substantially.

How Will You Gain

Participants will learn to:

1. Use planning techniques that ensure smooth operations
2. Organize a department for maximum productivity
3. Staff in a way that matches jobs with talent
4. Analyze your job
5. Examine your job's functional components
6. Spot your weaknesses
7. Take concrete corrective steps through motivation, delegation, and time management

The Job of the Accounting Manager

Course Outline

- ✦ The Fundamental Expertise of the Accounting Manager
- ✦ Cash Management
- ✦ The Accounting Manager's role with Accounts Receivable Management
- ✦ The Accounting Manager's Role with Inventory and Its Management
- ✦ Long-Term Operational Assets and Other Long Term Assets
- ✦ Accounts Payable and Other Liabilities
- ✦ Budgets and the Profit Plan
- ✦ The New Profile of the Accounting Manager
- ✦ The Accounting Manager and Leadership
- ✦ The Broadening Business Perspective of the Accounting Manager

Course Overview

The Job of the Accounting Manager is written for accounting managers and all those who aspire to that position. It provides a solid grounding in all the traditional responsibilities of accounting management, including the latest on IT/Accounting Systems content and activity-based costing. But it goes much further, imparting the broader business knowledge, skills, and competencies that every accounting manager will need today and in the years ahead

How You Will Gain

Participants will learn to:

1. Fulfill the role of a technical accountant managing other accountants.
2. Take a larger part in internal consulting, process improvement, and performance evaluation.
3. Assist senior management in budgeting and strategic planning.
4. Be a better communicator - verbally and in writing.
5. Develop team skills.
6. Collaborate effectively with other business functions.

Leadership Skills For Executives

Course Outline

- ✦ Leadership: A Theoretical Review
- ✦ The New Role of Leadership
- ✦ Leadership and Business Ethics
- ✦ Power and Leadership
- ✦ Empowerment and Motivating Individuals and Teams
- ✦ Communication Skills for Leaders
- ✦ Coaching: A Core Leadership Skill
- ✦ Vision: The Starting Point of Leadership
- ✦ Providing a Vision for Your Team

Course Overview

Managing in today's dynamic, diverse workplace demands a new type of leadership. The new leaders must be visionaries, change agents, coaches, and empowerers. Leadership Skills for Managers outlines the skills necessary to fulfill this challenging, changing, and rewarding leadership role.

How You Will Gain

As a participants you will gain the skills to:

1. Lead a diverse workforce with a leadership style that works for you and your company.
2. Manage change in a positive, proactive way by clearly communicating your expectations, objectives and goals for your group and its individuals.
3. Empower and motivate employees to peak performance by responding to employees' human needs with sensitivity and flexibility.
4. Project a flexible, sensitive leadership style that acknowledges people as individuals.
5. Coach and mold a diverse workforce into a cohesive, highly productive team.

A Manager's Guide to Financial Analysis

Course Outline

- ✦ Financial Decision Making and the Techniques used in Financial Analysis
- ✦ Financial Statement Analysis
- ✦ Ratio Analysis for Financial Statements
- ✦ Adjustments to Financial Statement Analysis
- ✦ Analyzing Current Asset Management
- ✦ Evaluating Capital Investment Proposals
- ✦ Capital Structure and Dividend Policy
- ✦ Mergers and Acquisitions

Course Overview

A Manager's Guide to Financial Analysis is a concise and completely comprehensive self-paced learning tool. It helps you learn issues like ratio analysis, current asset management, the integration of working capital components, evaluation of capital investment proposals and merges and acquisitions among other things.

How you will gain

Participants will learn to:

1. Perform horizontal analysis and vertical analysis
2. Explain the interrelationship of profitability, leverage, activity, and liquidity ratios
3. Apply intra-company, trend, and industry analysis in a specific situation
4. Adjust the balance sheets for sales receivables
5. Analyze three cash disbursement techniques
6. Calculate the present values of future cash flows and annuities
7. Determine the NPV & IRR
8. Compute the financial leverage index
9. Measure the financial impact of a merger
10. Assess the importance of earnings per share etc

Beyond the Basics: Intermediate Finance And Accounting

Course Outline

- ✦ Cost Accounting
- ✦ Strategic Planning
- ✦ Financial Analysis for Projects, Products etc.
- ✦ Budgeting
- ✦ Cash Budgets, Cash Flow Forecasts

How you will gain

Participants will learn to:

1. Understand key Financial and Accounting Terms such as Capitalization, Discretionary Credit, Zero Based Budgeting and Break-Even Point.
2. Make informed management decisions by analysing them from a Financial point of view
3. Examine the performance of your department or product line so you can establish realistic bottom line goals

Practicum - Compulsory

This is a capstone course in the Diploma programme. You will have tangible opportunity to showcase the skills you have learned in the programme. Each student is required to prepare a supervised project that brings together all of your learning. As you work on your project, a faculty member will provide one-on-one mentoring and support. You can choose to focus on an industry, firm or client. The Practicum gives you an opportunity to provide real value back to the organisation in terms of managing strategic projects with analysis and recommendations.

Programme Structure

These courses bring up to date practical real world solutions for today's business challenges. The courses are tutor led and filled with practical exercises and case studies, relating the underlying theory to your every day work environment. Our approach to the material enables students to immediately apply the course work to their job.

Duration:

3 terms each 12 weeks in duration.
2 modules per term (4hrs per week)
144 contact hours for each certificate

Participants will receive 2 Continuing Educational Units (CEU's) for each module 1-5 that is satisfactorily completed.

Graduands will receive a certificate in management from AMA/TBS

For registration or further information, please contact: Ms. Valerie Inniss - Tel:226-8906 or register online @ www.businessschool.com

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