

CONTINUING EDUCATION

COURSE OUTLINE – Fundamentals for the Non-Finance Manager

INSTRUCTOR: Varies

PHONE: 780-539-2975

OFFICE: M105

E-MAIL: ce@gprc.ab.ca

PREREQUISITE(S): None

REQUIRED TEXT/RESOURCE MATERIALS: Course materials are supplied.

CALENDAR DESCRIPTION:

Do you flinch when you hear terms like depreciation, cash flow, balance sheet, and (worst of all!) budgets? These are all important concepts to understand if you're going to succeed in today's business world, particularly as a supervisor.

An elective course in the Management Essentials Certificate Program, this course covers topics such as key financial terms, financial reports, debits and credits, reading annual reports, what budgets are and how to prepare them, and different types of organizational financial plans.

CONTACT HOURS: 12 hours

DELIVERY MODE(S): Face to Face, Video Conference

TRANSFERABILITY: N/A

GRADING CRITERIA:

Upon completion of the course, you will receive an Acknowledgement of Course Completion certificate. Upon completion of six elective courses, you will receive the Management Essentials Certificate for the program.

EVALUATIONS: Successful completion of a written Evaluation of Learning.

STUDENT RESPONSIBILITIES: Attendance and classroom participation.

STATEMENT ON PLAGIARISM AND CHEATING:

Refer to the College Policy on Student Misconduct: Plagiarism and Cheating at https://www.gprc.ab.ca/files/forms_documents/Student_Misconduct.pdf

**Note: all Academic and Administrative policies are available at <https://www.gprc.ab.ca/about/administration/policies/>

COURSE SCHEDULE/TENTATIVE TIMELINE:

Dates vary (refer to website for current availability).

COURSE CONTENT

Module 1: Course Overview

- Learning Objectives

Module 2: Getting the Facts Straight

- Starting with the Basics
- Governing Organizations
- Getting to Know the Players
- Generally Accepted Accounting Principles (GAAP)

Module 3: The Accounting Cycle

- Underlying Principles
- Overview of the Accounting Cycle

Module 4: The Key Reports

- The Income Statement
- Statements of Changes in Equity
- The Balance Sheet

Module 5: Keeping Score

- Understanding the Chart of Accounts

- Understanding Debits and Credits
- Your Financial Analysis Toolbox

Module 6: The Nature of Revenue

- Lifecycle of a Typical Product or Service
- What is it? How to Measure it?
- Recognition – Sale of Goods
- Recognition – Rendering of Services

Module 7: The Nature of Expenses

- Lifecycle of a Typical Product or Service
- What is it?
- Recognition
- Behaviour
- Your Financial Analysis Toolbox

Module 8: The Basics of Budgeting

Module 9: Sales Projection Development

Module 10: Production Plan

Module 11: Pro Forma Income Statement Development

- Pro Forma Statement of Changes in Equity Development

Module 12: Pro Forma Cash Development

- Source of Information

Module 13: Pro Forma Balance Sheet Development

Module 14: Summary

- Your Financial Analysis Toolbox
- Development of a Financial Plan