



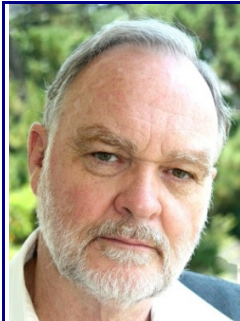
“taking the myth out of finance”

## Finance for Non-financial Managers Accredited Course

This four-day course produces competence in all the major areas necessary to be able work confidently with finance and financial statements. It provides an introduction to financial terminology and concepts in a carefully paced and logical sequence which enables you to make sense of what you see and hear in business. It is the essential course for all non-financial decision-makers and is presented using simple language and plenty of practical examples.

The course consists of three full days of training, incorporating extensive practical exercises, and a business simulation game which develops strategic thinking and teamwork. The fourth day includes final revision, and enables delegates to complete the summative assessment and their portfolio of evidence. The course is linked to SAQA Unit Standard 12883 yielding 15 credits at Level 6. Successful candidates will receive a certificate from FASSET and their names will be entered on the South African National Data Base.

**The course presenter: John Mitchell**



John Mitchell is a Director of Johannesburg School of Finance, a member of the Investment Analysts Society, and holds a Degree in Philosophy. He has been a professional designer and presenter of financial courses for the past eleven years. He is both an approved Assessor and Moderator.

His empathic and interactive style makes his courses both practical and enjoyable. He is able to illustrate the course material with examples from his own extensive business experience.

**Course dates 2012:** 6 – 9 March 5 – 8 June 14 – 17 August 30 October – 2 November

**Course Venue:** Glen Hove Conference Centre, 52 Glenhove Road, Melrose Estate, Johannesburg.

**Course Fees:** R11 900 plus VAT (R13 566) per delegate for the four day course, or R9 000 (R10 260) per delegate for the first three days only. Fees include material, lunches, teas and secure parking as well as FASSET registration and accreditation charges. (NB: This course can also be run on an in-house basis, in which case the course fees and dates are negotiable).

Johannesburg School of Finance (Pty) Ltd is accredited through FASSET, the South African SETA for Finance, Accounting, Management Consulting and Other Financial Services (accreditation number 585/00187/05) and has a Level 4 (100%) BEE rating. For more information about the School and our other products and services, see our website [www.jhbfm.co.za](http://www.jhbfm.co.za) or call 27 11 704 7577.

# Finance for Non-financial Managers Accredited Course

presented by John Mitchell

## Course Content

- Day One: Essential Tools**
- Introduction
  - Sources and Uses of Capital and Income
  - Important Concepts and How to Use Them:
    - assets, liabilities, revenue, expenses
  - Understanding Flows and Balances
  - Profit and How to Measure It (income statement and profit margins)
  - Margins and Mark Ups Using Practical Exercises
  - Business Simulation Game
- Day Two: Profit, Cash Flow and the Balance Sheet**
- Revision
  - The Difference between Profit and Cash Flow
  - Exercises on Profit and Cash Flow to Explain, amongst Other Concepts:
    - credit sales and purchases
    - stock and cost of sales
    - expenses (cash & credit)
    - share capital, loans and fixed assets
  - Introduction to the Balance Sheet
  - What You Can and Cannot Tell from the Balance Sheet
  - Business Simulation Game
- Day Three: Costing and Interpretative Analysis**
- Revision
  - Introduction to Ratio Analysis
  - Working Capital Management (stock, debtors and cash), Practical Exercises
  - The Statement of Capital Structure
  - Analysis of Simple Financial Statements to Identify Problems and Suggest Suitable Corrective Action
  - Drawing and Interpreting Graphs
  - Business Simulation Game and Related Exercises
- Day Four: Revision and Evaluation**
- Revision
  - Business Simulation Game
  - Confirmation of Documentation
  - Summative Assessment (written)
  - Summative Assessment (oral presentation)
  - Feedback
  - Course Evaluation and Closure

**NQF Level Level 6, 15 credits**

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