

FORM 4: SHORT LEARNING PROGRAMME

SECTION A: CATALOGUE

CODE: Credit bearing towards a qualification

TITLE: Financial Management & Accounting for Non-Financial Managers QUALIFICATION TITLE: MDP & BML Programme

NQF LEVEL: 5

CREDITS: NOTIONAL LEARNING HOURS:

BML		Credits off	MDP	Lecturing Hours	Credits
MAM 113/123	Financial accounting	16	Financial Management	22	20
Mr Konstant Wiesner					
MAM 114/124	Personal financial management	6 – 50/50			
Prof Buks Wessels					
MAM 212/222 – Private sector	Business finance	12 of 24			
Mr Martin Oliver					

FORMAL CONTACT TIME: 35 hours (spread over five days)

LEARNING ASSUMED TO BE IN PLACE:

No formal tertiary qualifications are required, but it is assumed that participants will have matric. Participants also need to have an English language competence at NQF level 5, with sufficient ability to read and comprehend learning material, write assignments and follow/participate in discussions on complex financial issues. These assumption derive from the fact that our target audience is individuals in management positions.

LEARNING OUTCOMES:

Participants will leave with the ability to

- Read financial statements with an understanding of the basic accounting principles
- Analyse financial statements using ratio analysis
- Compile a budget, understanding the importance of cost behaviour and the break even analysis
- Analyse the financial statements using ratio analysis
- Perform cost-volume-profit and break-even analysis
- Integrate both financial and non-financial performance measures using balanced scorecards
- Evaluate capital investment projects using discounted cash flow techniques
- Compute the cost of capital, understanding the impact of risk on the required rate of return investors want
- Comprehend the importance of sustainable growth and the impact of growth on the cash flows of the business
- Assess the performance of different divisions using economic value added (EVA)

BRIEF DESCRIPTION OF CONTENT:

The programme would consist of the following topics -

- Basic accounting
- Analysis of financial statements and cash flows
- Cost-volume-profit-analysis
- Budgeting
- Balanced scorecard
- Ratio analysis
- Cost of capital
- Debt versus Equity
- Evaluating Capital Budgeting Projects using NPV
- The management of growth
- Performance appraisal using EVA

CRITICAL OUTCOMES SUPPORTED BY SHORT LEARNING PROGRAMME:

- The ability to solve complex problems using critical and creative thinking
- The ability to communicate effectively using mathematical skills in the modes of oral and/or written communication

METHODS OF ASSESSMENT:

Participants must demonstrate their knowledge, understanding of and skills in financial management in **two assignments** and an **open-book examination**.

ORGANISING FIELD:

- (1 = Agriculture and Nature Conservation)
- (2 = Culture and Arts)
- (3 = Business, Commerce and Management Studies)
- (4 = Communication Studies and Language)
- (5 = Education, Training and Development)
- (6 = Manufacturing, Engineering and Technology)
- (7 = Human and Social Studies)
- (8 = Law, Military Science and Security)
- (9 = Health Sciences and Social Services)
- (10 = Physical, Mathematical, Computer and Life Sciences)
- (11 = Services)
- (12 = Physical Planning and Construction)

APPROVAL DATE: 22 April 2004

(In case of credit-bearing short learning programmes, it refers to date of EM/Senate. In case of non-credit-bearing short learning programmes, it refers to the UFS Programmes Committee)

REVIEW DATE: April 2006

DEPARTMENTAL OR PROGRAMME "HOME": Centre for Business Dynamics, School of Management, Faculty Economic and Management Sciences (Centre is self-sustained)

DEVELOPER/COORDINATOR: Prof A van Aardt Smit, Prof HA Van Wyk & Mr DF (Danie) Jacobs