



شركة ميرك العربية السعودية  
MEIRC Saudi Arabia

## Finance For Non Financials

- **Duration 4 Days**

- **Course Objectives**

- Successful completion of this course will increase your knowledge and ability to:
- Explain the basic accounting equation
- Describe how assets, liabilities, and equity reveal the financial condition of your organization
- Comprehend debits and credits
- Record and analyze business transactions from source documentation
- Understand the budgeting process
- Read and comprehend financial statements
- Improve financial literacy through understanding of cash and accrual methods, calculation of accounts receivable, and accounts payable
- Comprehend payback and break-even analysis, the time value of money, and how to calculate net present value
- Determine adequate testing for liquidity, leverage, and solvency through ratio analysis
- Recognize how and when accountants can manipulate and fabricate accounting data to “cook the books”

- **Who Should Attend**

- People who wish to have a general understanding of business finance which will enable them to improve the profits and value of their business, including managers, senior executives and business owners.

- **Course Outlines:**

- Introduction and Course Overview
- Your Role in Company Finances
- What is Finance?
- Sources of Finance.
- Factors Influencing the Choice of Finance
- Getting to Know the Players
- What is Value?
- Fundamentals of Valuation
- Cost of Capital
- Record Keeping Terminology
  - Accounting
  - GAAP
  - Bookkeeping
- The Balance Sheet
  - Assets
  - Liabilities



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- Owner's Equity
- Liabilities and Equity
- Income Statement (Profit and Loss Statement)
  - Methods of recording transactions
  - Accounting Periods
- Tracking Business Expenses
- Analyzing Financial Statements
- Using Accounting Software
- The Importance of Bookkeeping
- Budget Basics
  - Defining a budget
  - Preparing a budget
  - Types of Budgets
- Managing Profit Performance
- Users of Accounts
- Comparing Investment Opportunities
- The Human Aspect
- Decision Making (using Microsoft Excel)
  - Handling Uncertainty
  - Sensitivity Analysis
  - Scenario Analysis
- Workshop Wrap-Up