



## ANNEXURE I

### COURSE OUTLINE

FINANCE FOR NON-FINANCE PEOPLE	
<b>Key Learning Objectives</b>	To understand financial statements, analyses and interpret them and use the information to make informed financial decisions
<b>Target Participants</b>	Staff not having background of finance who are seeking to gain an insight into basic concepts of finance
<b>Pre-requisites</b>	There are no pre-requisites for this course
<b>Duration</b>	5 days (30 hours)
<b>Contents Highlights</b>	<p><b>Day 1</b></p> <ul style="list-style-type: none"><li>▪ Overview of the accounting process</li><li>▪ Understanding financial statements and their inter-connection-</li><li>▪ Balance sheet or statement of financial position</li><li>▪ Profit and loss statement or income statement</li></ul> <p><b>Day 2</b></p> <ul style="list-style-type: none"><li>▪ Financial statement analysis-I –Ratio analysis (Liquidity, leverage, activity, profitability)</li></ul> <p><b>Day 3</b></p> <ul style="list-style-type: none"><li>▪ Financial statement analysis-II- Cash flow analysis (Operating, investment, financing), Cost-volume-profit analysis (break even analysis)</li></ul> <p><b>Day 4</b></p> <ul style="list-style-type: none"><li>▪ Sources of corporate finance, working capital management</li></ul> <p><b>Day 5</b></p> <ul style="list-style-type: none"><li>▪ Budgeting and budgetary control</li></ul>



<b>Certification</b>	CBFS certificate of completion for participants who attend all days of training
<b>Training Methods</b>	Power point presentation, lecture, inter-active discussions, numeric exercises, on-line activities, quizzes, videos