
COURSE NAME: MGT102 Finance for Non-Financial Managers

Credit Value:	3
Total Course Hours:	42
Prerequisite Course(s):	None
Corequisite Course(s):	None

COURSE DESCRIPTION

Managers, entrepreneurs and other business professionals require a basic knowledge of accounting and finance principles to be effective in business. Topics are presented in practical manner, and include financial statements such income statements, balance sheets and cash-flow statements, decision-making through financial analysis, profit planning, budgeting and control, time value of money, and sources of financing. Through this course, participants will gain knowledge and confidence to participate more fully in making business decisions in an organization.

PLAR INFORMATION

This course is eligible for Prior Learning Assessment and Recognition. Students are advised to discuss options with their program coordinator.

COURSE LEARNING OUTCOMES

Upon completion of this course, the student will have reliably demonstrated the ability to:

1.0 Review the framework for business decision-making within organizations.

- 1.1 Define financial management and its role in the decision-making process.
- 1.2 Explain the business decision criteria of efficiency, liquidity, prosperity and stability.
- 1.3 Differentiate between operating decisions, investment decisions and financing decisions.

2.0 Describe how financial statements can assist in the decision-making process.

- 2.1 Describe the basic structure and components of an income statement.
- 2.2 Describe the basic structure and components of a cash flow statement.
- 2.3 Describe the basic structure and components of a statement of financial position (balance sheet).
- 2.4 Describe the basic structure and components of a statement of changes in equity.
- 2.5 Identify the types of business decisions that stem from an analysis of financial statements.

3.0 Analyze cash flow statements to determine current cash receipts and expenditures, and to predict future activity.

3.1 Identify typical sources of cash inflows and cash outflows.

3.2 Explain the operating, financing and investing sections of a cash flow statement.

3.3 Compare two consecutive cash flow statements to determine the reasons for a change financial position.

3.4 Analyze cash flow statements to assist with business decisions.

4.0 Apply ratio analysis to determine the financial health of an organization.

4.1 Research ratio benchmarks for determining the financial health of an organization.

4.2 Compare liquidity ratios against industry benchmarks, and interpret the results.

4.3 Compare profitability ratios against benchmarks, and interpret the results.

4.4 Compare market-value ratios against benchmarks, and interpret the results.

4.5 Compare asset management ratios against benchmarks, and interpret the results.

4.6 Compare debt-coverage ratios against benchmarks, and interpret the results.

4.7 Explain the implications of not hitting industry ratio benchmarks.

4.8 Differentiate between a vertical analysis of financial statements and a horizontal analysis.

5.0 Conduct a break-even analysis.

5.1 Differentiate between fixed and variable costs and explain their impact on break-even analysis.

5.2 Calculate break-even quantity and price under a variety of business conditions.

5.3 Create break-even charts, identifying the components of total cost and total revenue.

5.4 Explain the relationship between contribution margin and break-even calculations.

6.0 Explain the planning-budgeting-controlling process in decision-making.

6.1 Describe various management tools that can assist in the planning process, including SWOT analysis.

6.2 Explain the categories of plans and their use in the planning-budgeting-controlling process.

6.3 Explain the need for measurable performance indicators, and identify several indicators based on a variety of business situations.

6.4 Develop a list of planning assumptions and explain the impact of these assumptions on the planning process.

6.5 Create a budget using projections developed from planning assumptions.

6.6 Explain the steps in the control phase of the planning-budgeting-controlling process.

6.7 Identify appropriate controls based on the business situation under consideration.

7.0 Examine common sources and forms of financing.

7.1 Differentiate between external financing and internal financing.

7.2 Differentiate between debt financing and

equity financing.

7.3 Identify various approaches to equity financing.

7.4 Discuss the advantages and disadvantages of various forms of intermediate and long-term financing.

7.5 Explain the options that an organization could pursue to secure short-term financing.

7.6 Compare the advantages and disadvantages of leasing vs buying an asset.

8.0 Apply the principles of 'time-value of money' to business decisions.

8.1 Calculate the future value of a single sum and explain how the results could affect business decisions.

8.2 Calculate the future value of an annuity and explain how the results could affect business decisions.

8.3 Calculate the present value of a single sum and explain how the results could affect business decisions.

8.4 Calculate the present value of an annuity and explain how the results could affect business decisions.

8.5 Differentiate between the time-value of money the concepts of risk and inflation.

8.6 Apply the concepts of future value, net future value, present value, net present value and internal rate of return to investment decisions.

9.0 Apply working capital management efficiency strategies.

9.1 Identify the components of the cash conversion cycle.

9.2 Prepare a cash budget.

9.3 Identify techniques for managing trade receivables.

GENERAL EDUCATION

This is not a General Education course.

PROGRAM VOCATIONAL OUTCOMES

This course contributes to the following Ministry of Training, Colleges and Universities approved program vocational learning outcomes (PVLO):

Business Management

1. Interpret and record business transactions, and prepare basic financial statements.
2. Integrate knowledge of capital investments, credit planning, and finance into relevant aspects of work.
3. Utilize the concepts and business applications of computer information systems.
7. Compare and contrast various pricing strategies and their effects on sales and profits.
9. Utilize effective oral and written communications in all aspects of work completed.
10. Apply effective interpersonal skills.
11. Articulate various economic principles and their relationship to business.
12. Complete all work according to relevant and accepted business ethics and within the scope of corporate responsibility.

ESSENTIAL EMPLOYABILITY SKILLS OUTCOMES

This course contributes to the following Ministry of Training, Colleges and Universities approved essential employability skills (EES) outcomes:

1. Communicate clearly, concisely, and correctly in the written, spoken, and visual form that fulfils the purpose and meets the needs of the audience.
2. Respond to written, spoken, or visual messages in a manner that ensures effective communication
3. Execute mathematical operations accurately
4. Apply a systematic approach to solve problems
5. Use a variety of thinking skills to anticipate and solve problems
6. Locate, select, organize, and document information using appropriate technology and information systems.
7. Analyse, evaluate, and apply relevant information from a variety of sources.
8. Show respect for the diverse opinions, values, belief systems, and contributions of others
9. Interact with others in groups or teams in ways that contribute to effective working relationships and the achievement of goals.
10. Manage the use of time and other resources to complete projects.
11. Take responsibility for one's own actions, decisions, and consequences.

EXTERNAL COURSE ACCREDITATIONS AND CONDITIONS

COURSE EVALUATION

Case studies 25%
Assignments 40%
Final Exam 35%

PROGRAM SPECIFIC GRADING

As per college grading system.

GRADING SYSTEM

A+:	90-100%	B+:	77-79%	C+:	65-69%	D:	50-54%	S - Satisfactory
A:	85-89%	B:	73-76%	C:	60-64%	F:	0-49%	I - Incomplete
A-:	80-84%	B-:	70-72%	D+:	55-59%			F - Repeat course

*For a complete detailed description please refer to the College website.

LEARNING RESOURCES

Required: Finance for Non-Financial Managers, Seventh Edition- Pierre Bergeron

ISBN-10: 0-17-653083-5

ISBN-13: 978-0-17-653083-9

Resources listed on the course outline support the achievement of learning outcomes, and may be used throughout the course to varying degrees depending on the instructor's teaching methodology and the nature of the resource.

LEARNING ACTIVITIES

Case studies, assignments, final exam

DELIVERY MODE

In class or online

ACADEMIC POLICIES

- Academic Integrity
- Academic Appeal
- Academic Attendance
- Grading and Assessment

For academic policies please see: <http://www.canadorecollege.ca/about-us/corporate-policy-manual>.

COLLEGE POLICIES

- Protecting human rights in support of a respectful college community

For college policies please see: <http://www.canadorecollege.ca/about-us/college-policies>.

STUDENT SUCCESS SERVICES

YOUR SUCCESS MATTERS!

We offer comprehensive, student-focused services designed to help you succeed. Canadore is committed to Student Success and offers CONFIDENTIAL services to help you in your studies. We offer:

- Study skills workshops
- Peer tutoring
- Career guidance
- Mental health and wellness tips and strategies
- Resource centre
- Assistive devices

The ultimate goal of Student Success Services is to support students so they can achieve success academically, in their career aspirations, and in their personal lives. Please don't hesitate to drop by C262 or to book an appointment please call 1-705-474-7600 ext. 5205.

FIRST PEOPLES' CENTRE:

We offer a culturally safe environment where our student focused services provide you with the following CONFIDENTIAL services:

- One on one counselling
- Elder in residence
- Peer tutoring
- Peer mentorship
- Lunch & learn workshops on study skills, self-care, life skills
- Resource Centre

Drop by our offices at C254 College Drive, E101 Commerce Court or call 705 474 7600 Ext. 5961 College Drive / 5647 Commerce Court.

WAIVER OF RESPONSIBILITY

Every attempt is made to ensure the accuracy of this information as of the date of publication. The college reserves the right to modify, change, add, or delete content.

HISTORICAL COURSE OUTLINES

Students use course outlines to support their learning. Students are responsible for retaining course outlines for future use in applications for transfer of credit to other educational institutions.