



Center
for
Lifelong
Learning

7373 Admiral Peary Highway Cresson, PA 16630

Phone: 814-886-6361
CLL@mtaloy.edu

Fax: 814-886-2978
www.mtaloy.edu

Finance and Accounting for Nonfinancial Managers

Course objective: Learn key financial concepts and relate them to the financial management actions necessary for the nonfinancial manager.

Your company benefits when:

- ◆ Managers understand financial and operational measures
- ◆ Managers understand how to respond to inquiries about the dollars-and-cents consequences of actions taken by them or their department

Finance and accounting are the universal languages of business. By relating financial management actions to everyday business tasks, this course sets the tone for painless learning. Step-by-step exercises and interactive examples will show employees how to put the standard techniques of financial analysis to work immediately. This course encourages them to draw on personal experience to strengthen their comprehension of new material. Upon completion, they will be comfortable in discussing financial concepts and data with their managers, accounting staff, CPAs, and other financial professionals.

Participants will learn how to:

- ◆ Differentiate between finance and accounting
- ◆ Grasp accounting fundamentals such as debits, credits, and double-entry bookkeeping
- ◆ Analyze basic financial documents such as income statements and balance sheets
- ◆ Use financial tools to manage performance more effectively
- ◆ Determine how assets, liabilities, and equity affect their area of operation
- ◆ Apply financial risk/return principles to managerial decision-making
- ◆ Justify their requests for new equipment and other capital investments
- ◆ Improve their budgeting skills
- ◆ Relate their department's financial performance to the bigger picture

Instructors: All instructors meet the College's instructor evaluation process.