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Online Advanced Financial Accounting for Non-Accountants

Course or Seminar

Leading To:
DIPLOMA - POSTGRADUATE IN
Advanced Financial Accounting

Accumulating to

POSTGRADUATE DIPLOMA
Online Advanced Financial Accounting for Non-Accountants

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Leading To:

DIPLOMA - POSTGRADUATE IN
Advanced Financial Accounting

Accumulating to

POSTGRADUATE DIPLOMA
Course Coordinator:
Prof. Dr. R. B. Crawford – Director of HRODC Ltd. and Director of HRODC Postgraduate Training Institute, A Postgraduate-Only Institution. He has the following Qualifications and Affiliations:

- Doctor of Philosophy {(PhD) (University of London)};
- MEd. Management (University of Bath);
- Advanced Dip. Science Teacher Ed. (University of Bristol);
- Postgraduate Certificate in Information Systems (University of West London, formerly Thames Valley University);
- Diploma in Doctoral Research Supervision, (University of Wolverhampton);
- Teaching Certificate;
- Fellow of the Institute of Management Specialists;
- Human Resources Specialist, of the Institute of Management Specialists;
- Member of Academy of Management (MAoM), within the following Management Disciplines:
  - Human Resources;
Organization and Management Theory;
Organization Development and Change;
Research Methods;
Conflict Management;
Organizational Behavior;
Management Consulting;
Gender & Diversity in Organizations; and
Critical Management Studies.

Member of the Asian Academy of Management (MAAM);
Member of the International Society of Gesture Studies (MISGS);
Member of the Standing Council for Organisational Symbolism (MSCOS);
Life Member of Malaysian Institute of Human Resource Management (LMIHRM);
Member of ResearchGate Community;
Member of Convocation, University of London;
Professor HRODC Postgraduate Training Institute.

Prof. Crawford was an Academic at:

University of London (UK);
London South Bank University (UK);
University of Greenwich (UK); and
University of Wolverhampton (UK).

For Whom This Course is Designed
This Course is Designed For:

Vice Presidents of Manufacturing and Commercial Businesses;
Marketing, Engineering and Human Resources Managers;
Project Managers;
CEOs who are involved with development of long-term customers, suppliers, outsourcing Partners, and other Global Strategic Alliances;
Sales and Marketing Executives;
Supply-Stream Professionals;
- Project Managers;
- Internal Auditors;
- Public Accountants;
- Assets Accountants;
- Attorneys;
- Any Non-Financial Managers who are required to read, interpret, and contribute to business financial reports;
- It May Also Be Beneficial To Consultants and External Accountants who work with managers and executives, in the support of improvements to operational and financial processes.

**Duration:** 12 Days, Based on 3 Hours Per day Tuition

**Cost:** £4,020.00 Per Delegate

**Please Note:**
- V.A.T. (Government Tax) does not apply to Corporate Sponsored Individuals, taking Programmes or Courses in any location - within or outside the UK.
- It applies only to Individuals and Corporations based in the UK and to Non-UK Individual Residents taking courses in the UK.

Delegates will be treated to a Selection of our Complimentary Products, which include:

- HRODC Postgraduate Training Institute’s **Leather Conference Folder**;
- HRODC Postgraduate Training Institute’s **Leather Conference Ring Binder/Writing Pad**;
- HRODC Postgraduate Training Institute’s **Key Ring/Chain**;
- HRODC Postgraduate Training Institute’s **Leather Conference (Computer – Phone) Bag** – Black or Brown;
- HRODC Postgraduate Training Institute’s **8GB USB Flash Memory Drive**, with Course Material;
- HRODC Postgraduate Training Institute’s **Metal Pen**;
- HRODC Postgraduate Training Institute’s **Polo Shirt**.
Video-Enhanced Online Advanced Financial Accounting, For Non-Accountants Course

Our Video-Enhanced Online Mode of delivery of this course is the same as being in a classroom – but virtually.

➢ This Video-Enhanced Online mode of delivery is Revolutionary and currently unique to HRODC Postgraduate Training Institute.
➢ The tutor will meet the group on Video and present the course, in the same way as though in a classroom.
➢ Where there is more than one participant, they will be able to see and interact with each other, and with the tutor.
➢ They will watch and discuss the various video cases and demonstration videos that form an integral part of our courses.
➢ Assessment is structured in the same way as it is done in a classroom setting.
➢ The Video-Enhanced Online mode of training usually starts on the 1st of each month, with the cut-off date being the 20th of the previous month. This cut-off date means that Admission should have been granted and fee payment received;
➢ It will last twice as long as the classroom-based deliveries. For example, a 5-day (30 Credit Hours) classroom-based course will last 10 days, in Video-Enhanced Online mode. This calculation is based on 3 hours tuition per day, meeting the Institute’s required 30 Credit-Hours.
➢ The cost of the Video-Enhanced Online mode is 67% of the classroom-based course.
➢ For example, a 5-day classroom-based course, which costs Five Thousand Pounds, costs only Three Thousand Three Hundred and Fifty Pounds (£3,350.00) in Video-Enhanced Online Mode.
Course Objectives

By the conclusion of the specified learning and development activities, delegates will be able to:

- Determine the uses and purpose of accounting;
- Identify who are the users of accounting and financial information;
- Identify the different internal and external users;
- Explain some accounting language and terminology;
- Distinguish cash and profit;
- Explain the concept of accruals and monetary concepts;
- Understand the principle of profit and profitability;
- Draft accounting reports and statements;
- Determine the different parts of the balance sheet;
- Know the information contained in the balance sheet pertaining to the company;
- Specify the limitations of the conventional balance sheet;
- Define profit;
- Be familiar with the different components of the profit and loss account;
- Ascertain the information contained in profit and loss account pertaining to the company;
- Establish the links between the profit and loss account and balance sheet;
- Identify the components of cash flow statement;
- Prepare a cash flow statement for their company;
- Determine the importance of is cash flow;
- Be familiar with the structure of the cash flow statement;
- Establish the links between three accounting statements: the cash flow statement, profit and loss account and balance sheet;
- Identify the key elements of published reports and accounts and explain each;
Explain the following aspects of ratio analysis:

- Profitability;
- Efficiency and performance;
- Liquidity;
- Investment;
- Cash flow;
- The DuPont system.

Differentiate cash from profit as a measure of performance, EBITDA;
Learn how to predict business failure using the ALTMAN z-score;
Identify the different sources of financial information;
Determine the use of non-financial information together with financial information;
Establish the cost/volume/profit (CVP) relationships;
Learn how to perform break-even analysis;
Identify the single and mixed products;
Ascertain the impact of cost structure changes;
Determine the limitations of CVP analysis;
Enumerate the purposes of budgeting;
Know the budget process, including activity based budgeting;
Identify the possible uncertainty and risk in budgeting and planning;
Explain the motivation and the behavioural aspects of budgeting;
Suggest solutions to some problems in budgeting;
Define investment;
Differentiate between investment appraisal criteria and investment decisions;
Understand the time value of money;
Define free cash flows and identify the inclusions thereof;
Explain the concept of capital rationing and control of capital investment projects;
Utilise the sensitivity analysis in decision-making to overcome risk and uncertainty;
Learn about organisational and accounting control systems;
Identify the standard costs of a company;
Realise the value of standard costing as a management tool;
Discover how variance analysis helps management understand the present costs and control future costs;

Determine the benefits of the organisation out of the flexed budgets;

Enumerate the types of variances and give the reasons for their occurrence;

Identify the different planning and operational variances;

Enumerate the sources of finance;

Define gearing;

Calculate Weighted Average Cost of Capital (WACC) using the correct formula;

Determine how cost of debt is measured;

Ascertain the importance of equity capital;

Perform risk analysis;

Be familiar with the outline of strategic management accounting;

Ascertain the importance of competitor information and strategic positioning towards the success of an organisation;

Learn how to develop competitive advantage;

Establish the relationship between strategic accounting systems, and the balanced scorecard; and

Specify the new role for managers and accountants.

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**Course Contents, Concepts and Issues**

**Part 1: A Strategic View of the Business Environment (1)**

**The Accounting Environment**

- The Uses and Purpose of Accounting;
- Users of Accounting and Financial Information;
- Various Groups of Stakeholders: Internal and External Users;
- Accounting Language and Terminology;
- Cash versus Profit, Accruals and Monetary Concepts;
- Profit and Profitability;
Part 2: A Strategic View of the Business Environment (2)

Statement 1: The Balance Sheet – The Financial Position
- The Structure of the Balance Sheet;
- What Does the Balance Sheet Tell Us About the Company?
- Limitations of the Conventional Balance Sheet.

Statement 2: The Profit and Loss Account (Income Statement) – Financial Performance
- What Is Profit?;
- The Structure of the Profit and Loss Account;
- What Does the Profit and Loss Account Tell Us About the Company?
- The Links between the Profit and Loss Account and Balance Sheet.

Part 3: The Financial Statements and Financial Analysis

- Cash vs. Profit;
- What Is Included in The Cash Flow Statement?
- Why Is Cash Flow So Important?
- The Structure of the Cash Flow Statement;
- The Links between Three Accounting Statements: The Cash Flow Statement, Profit and Loss;
- Account and Balance Sheet.

The Annual Report and Financial Analysis
- The Key Elements of Published Reports and Accounts;
- Ratio Analysis: Profitability; Efficiency and Performance; Liquidity; Investment; Cash Flow; the DuPont System;
Cash vs. Profit as a Measure of Performance, EBITDA;
Predicting Business Failure – The Altman Z-Score;
Sources of Financial Information;
The Use of Non-Financial Information Together With Financial Information.

Part 4: Budgeting and Short-term Planning

Break-Even Analysis: Cost/Volume/Profit Analysis

- Cost/Volume/Profit (CVP) Relationships;
- Break-Even Analysis;
- Single And Mixed Products;
- The Impact of Cost Structure Changes;
- Limitations of CVP Analysis.

Budgeting

- Purposes of Budgeting;
- The Budget Process, Including Activity Based Budgeting;
- Uncertainty and Risk – Worst and Best Outcomes;
- Motivation and the Behavioural Aspects of Budgeting;
- Problems in Budgeting.

Part 5: Budgetary Control, and Long-Term Planning DCF and Capital Investment Appraisal

Capital Investment Decisions

- What Is an Investment?
- Investment Appraisal Criteria and Investment Decisions;
- Time Value of Money;
- Free Cash Flows;
- Capital Rationing and Control of Capital Investment Projects;
Budgetary Control

- Organisational and Accounting Control Systems;
- Standard Costing;
- Flexed Budgets and Variance Analysis;
- Types of Variances and the Reasons They Occur;
- Planning and Operational Variances.

Part 6: Financing the Business and Strategic Accounting

Internal and External Sources of Finance

- Financing the Business:
  - Sources of Finance;
  - Gearing;
  - Weighted Average Cost of Capital (WACC);
  - Cost of Debt and Equity Capital;
  - Risk Analysis and CAPM.
- Strategic Accounting:
  - Outline of Strategic Management Accounting;
  - Competitor Information and Strategic Positioning;
  - Competitive Advantage;
  - Strategic Accounting Systems, and the Balanced Scorecard.
- New Role for Managers and Accountants.
Postgraduate Short Courses of a minimum of five days’ duration, are referred to as Diploma – Postgraduate. This means that they are postgraduate credits, towards a Postgraduate Diploma. A Postgraduate Diploma represents a Programme of Study, leading to an Award bearing that title prefix. We, therefore, refer to our short-studies as ‘Courses’, while the ‘longer-studies’, are regarded as Programmes. However, both study-durations are often referred to as ‘Courses’. Another mark of distinction, in this regard, is that participants in a short-course are referred to as ‘Delegates’, as opposed to the term ‘Students’, which is confined to those studying a Postgraduate Programme.

Courses are of varying Credit-Values; some being Single-Credit, Double-Credit, Triple-Credit, Quad-Credit, 5-Credit, etc. These credits, therefore, accumulate to a Postgraduate Diploma. As is explained, later, in this document, a Postgraduate Diploma is awarded to students and delegates who have achieved the minimum of 360 Credit Hours, within the required level of attainment.

Delegates studying courses of 5-9 days’ duration, equivalent to 30-54 Credit-Hours (Direct Lecturer Contact), will, on successful assessment, receive the Diploma – Postgraduate Award. This represents a single credit at Postgraduate Level. While 6-day and 7-day courses also lead to a Diploma – Postgraduate, they accumulate 36 and 42 Credit Hours, respectively.
Because of the intensive nature of our courses and programmes, assessment will largely be in-course, adopting differing formats. These assessment formats include, but not limited to, in-class tests, assignments, end of course examinations. Based on these assessments, successful candidates will receive the Diploma – Postgraduate, or Postgraduate Diploma, as appropriate.

In the case of Diploma – Postgraduate, a minimum of 70% overall pass is expected. In order to receive the Award of Postgraduate Diploma, candidates must have accumulated at least the required minimum ‘credit-hours’, with a pass (of 70% and above) in at least 70% of the courses taken.

Delegates and students who fail to achieve the requirement for Postgraduate Diploma, or Diploma - Postgraduate - will be given support for 2 re-submissions for each course. Those delegates who fail to achieve the assessment requirement for the Postgraduate Diploma or Diploma - Postgraduate - on 2 resubmissions, or those who elect not to receive them, will be awarded the Certificate of Attendance and Participation.

Applicants for Diploma – Postgraduate – and Postgraduate Diploma are required to submit the following documents:

- Completed Postgraduate Application Form, including a passport sized picture affixed to the form;
- A copy of Issue and Photo (bio data) page of the applicant’s current valid passport or copy of his or her Photo-embedded National Identity Card;
- Copies of credentials mentioned in the application form.
Admission and Enrolment Procedure

- On receipt of all the above documents we will assess applicants' suitability for the Course or Programme for which they have applied;
- If they are accepted on their chosen Course or Programme, they will be notified accordingly and sent Admission Letters and Invoices;
- One week after the receipt of an applicant's payment or official payment notification, the relevant Course or Programme Tutor will contact him or her, by e-mail or telephone, welcoming him or her to HRODC Postgraduate Training Institute;
- Those intending to study in a foreign country, and require a Visa, will be sent the necessary immigration documentation, to support their application;
- Applicants will be notified of the dates, location and venue of enrolment and orientation, where appropriate.

Modes of Study for Postgraduate Diploma Courses

There are three delivery formats for Postgraduate Diploma Courses, as follows:

1. Intensive Full-time (Classroom-Based) Mode (3 months). This duration is based on six hours' lecturer-contact per day, five days (30 hours) per week;
2. Full-time (Classroom-Based) Mode (6 month). This duration is based on two and a half days' lecturer-contact, equivalent to fifteen hours, per week;
3. Video-Enhanced On-Line Mode. This mode is achieved in twenty (20) weeks, based on three hours per day, six days per week.

Whichever study mode is selected, the aggregate of 360 Credit Hours must be achieved.
In a move away from the traditional online courses and embracing recent developments in technology-mediated distance education, HRODC Postgraduate Training Institute has introduced a Video-Enhanced Online delivery. This Online mode of delivery is revolutionary and, at the time of writing, is unique to HRODC Postgraduate Training Institute.

You are taught as individuals, on a one-to-one or one-to-small-group basis. You see the tutor face to-face, for the duration of your course. You will interact with the tutor, ask and address questions; sit examinations in the presence of the tutor. It is as real as any face-to-face lecture and seminar can be. Choose from a wide range of Diploma – Postgraduate Courses and approximately 60 Specialist Postgraduate Diploma Programmes. Accumulate short courses, over a 6-year period, towards a Postgraduate Diploma.

Key Features of Our Online Study: Video-Enhanced Online Mode

- The tutor meets the group and presents the course, via Video, in a similar way to its classroom-based counterpart;
- All participants are able to see, and interact with, each other, and with the tutor;
- They watch and discuss the various video cases and demonstrations that form an integral part of our delivery methodology;
- Their assessment is structured in the same way as it is done in a classroom setting;
- The Video-Enhanced Online mode of training usually starts on the 1st of each month, with the cut-off date being the 20th of each month, for inclusion the following month;
- Its duration is twice as long as its classroom-based counterpart. For example, a 5-day (30 Credit Hours) classroom-based course will last 10 days, in Video-Enhanced Online mode. This calculation is based on 3 hours tuition per day, adhering to the Institute’s required 30 Credit-Hours;
The cost of the Video-Enhanced Online mode is 67% of the classroom-based course;

For example, a 5-day classroom-based course, which costs Five Thousand Pounds, is only Three Thousand Three Hundred and Fifty Pounds (£3,350.00) in Video-Enhanced Online Mode.

20-Week Video-Enhanced Online Postgraduate Diploma

You might study an Online Postgraduate Diploma Course, in 20 weeks, in the comfort of your homes, through HRODC Postgraduate Training Institute’s Video-Enhanced Online Delivery. We will deliver the 360 hours ‘Direct-Lecturer-Contact’, as is required by our Institute’s Regulation, within the stipulated 20 weeks. We aim to fit the tuition around your work and leisure, thereby enhancing your effective ‘Life-Style Balance’, at times convenient to you and your appointed tutor.

Cumulative Postgraduate Diploma Courses

All short courses can accumulate to the required number of hours, for the Postgraduate Diploma, over a six-year period from the first registration and applies to both general and specialist groupings. In this regard, it is important to note that short courses vary in length, the minimum being 5 days (Diploma – Postgraduate) – equivalent to 30 Credit Hours, representing one credit, as is tabulated below.

On this basis, the definitive calculation on the Award requirement is based on the number of hours studied (aggregate credit-value), rather than merely the number of credits achieved. This approach is particularly useful when a student or delegate studies a mixture of courses of different credit-values.
For those delegates choosing the accumulative route, it is advisable that at least two credits be attempted per year. This will ensure that the required number of credit hours for the Postgraduate diploma is achieved within the six-year time frame.

### Examples of Postgraduate Course Credits:
Their Value, Award Prefix & Suffix – Based on 5-Day Multiples

<table>
<thead>
<tr>
<th>Credit Value</th>
<th>Credit Hours</th>
<th>Award Title Prefix (&amp; Suffix)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single-Credit</td>
<td>30-54</td>
<td>Diploma - Postgraduate</td>
</tr>
<tr>
<td>Double-Credit</td>
<td>60-84</td>
<td>Diploma – Postgraduate (Double-Credit)</td>
</tr>
<tr>
<td>Triple-Credit</td>
<td>90-114</td>
<td>Diploma – Postgraduate (Triple-Credit)</td>
</tr>
<tr>
<td>Quad-Credit</td>
<td>120-144</td>
<td>Diploma – Postgraduate (Quad-Credit)</td>
</tr>
<tr>
<td>5-Credit</td>
<td>150-174</td>
<td>Diploma – Postgraduate (5-Credit)</td>
</tr>
<tr>
<td>6-Credit</td>
<td>180-204</td>
<td>Diploma – Postgraduate (6-Credit)</td>
</tr>
<tr>
<td>7-Credit</td>
<td>210-234</td>
<td>Diploma – Postgraduate (7-Credit)</td>
</tr>
<tr>
<td>8-Credit</td>
<td>240-264</td>
<td>Diploma – Postgraduate (8-Credit)</td>
</tr>
<tr>
<td>9-Credit</td>
<td>270-294</td>
<td>Diploma – Postgraduate (9-Credit)</td>
</tr>
<tr>
<td>10-Credit</td>
<td>300-324</td>
<td>Diploma – Postgraduate (10-Credit)</td>
</tr>
<tr>
<td>11-Credit</td>
<td>330-354</td>
<td>Diploma – Postgraduate (11-Credit)</td>
</tr>
<tr>
<td>12-Credit</td>
<td>360</td>
<td>Postgraduate Diploma</td>
</tr>
</tbody>
</table>

360 Credit-Hours = Postgraduate Diploma

12 X 5-Day Courses = 360 Credit-Hours = Postgraduate Diploma

10 X 6-Day Courses = 360 Credit-Hours = Postgraduate Diploma
Accumulated Postgraduate Diploma Award Titles

All Specialist Postgraduate Diploma Programmes have their predetermined Award Titles. Where delegates do not follow a Specialism, for accumulation to a Postgraduate Diploma, they will normally be Awarded a General Award, without any Specialist Award Title. However, a Specialist Award will be given, where a delegate studies at least seventy percent (70%) of his or her courses in a specialist grouping. These are exampled below:

1. Postgraduate Diploma in Accounting and Finance;
2. Postgraduate Diploma in Aviation Management;
3. Postgraduate Diploma in Business Communication;
4. Postgraduate Diploma in Corporate Governance;
5. Postgraduate Diploma in Costing and Budgeting;
6. Postgraduate Diploma in Client or Customer Relations;
7. Postgraduate Diploma in Engineering and Technical Skills;
8. Postgraduate Diploma in Events Management;
9. Postgraduate Diploma in Health and Safety Management;
10. Postgraduate Diploma in Health Care Management;
11. Postgraduate Diploma in Human Resource Development;
12. Postgraduate Diploma in Human Resource Management;
13. Postgraduate Diploma in Information and Communications Technology (ICT);
14. Postgraduate Diploma in Leadership Skills;
15. Postgraduate Diploma in Law – International and National;
16. Postgraduate Diploma in Logistics and Supply Chain Management;
17. Postgraduate Diploma in Management Skills;
18. Postgraduate Diploma in Maritime Studies;
19. Postgraduate Diploma in Oil and Gas Operation;
20. Postgraduate Diploma in Oil and Gas Accounting;
21. **Postgraduate Diploma in Politics and Economic Development**;
22. **Postgraduate Diploma in Procurement Management**;
23. **Postgraduate Diploma in Project Management**;
24. **Postgraduate Diploma in Public Administration**;
25. **Postgraduate Diploma in Quality Management**;
26. **Postgraduate Diploma in Real Estate Management**;
27. **Postgraduate Diploma in Research Methods**;
28. **Postgraduate Diploma in Risk Management**;
29. **Postgraduate Diploma in Sales and Marketing**;
30. **Postgraduate Diploma in Travel, Tourism and International Relations**.

The actual courses studied will be detailed in a student or delegate’s Transcript.
Service Contract, incorporating Terms and Conditions

Click, or copy and paste the URL, below, into your Web Browser, to view our Service Contract, incorporating Terms and Conditions.


The submission of our application form or otherwise registration by of the submission of a course booking form or e-mail booking request is an attestation of the candidate’s subscription to our Policy Terms and Conditions, which are legally binding.

Prof. Dr. Ronald B. Crawford
Director
HRODC Postgraduate Training Institute

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