

HRODC Postgraduate Training Institute



A Postgraduate-Only Institution



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**Advanced Financial Accounting for
Non-Accountants**

Course or Seminar

Leading To:

**DIPLOMA - POSTGRADUATE IN
Advanced Financial Accounting**

Accumulating to

POSTGRADUATE DIPLOMA

Progressing To A Masters Degree –

MBA – MSc – MA



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HRODC Postgraduate Training Institute - UKRLP Registration



HRODC Postgraduate Training Institute is Registered with the UK Register of Learning Providers (UKRLP), of the Department for Business, Innovation and Skills (BIS), formerly Department of Innovation, Universities and Skills (DIUS).
Its Registration Number is 10019585
and can be verified at <http://www.ukrlp.co.uk/>

Course Co-ordinator:

Prof. Dr. R. B. Crawford – Director HRODC Postgraduate Training Institute

- PhD (University of London);
- MEd. M. (University of Bath);
- Adv. Dip. Ed. (University of Bristol);
- PGCIS (Thames Valley University);
- ITC (UWI);
- Member of the Standing Council of Organisational Symbolism (MSCOS);
- Member of the Asian Academy of Management (MAAM);
- Member of the International Society of Gesture Studies (MISGS);
- Member of the Academy of Management (MAOM);
- LESAN;
- Professor, HRODC Postgraduate Training Institute;
- Visiting Professor, Polytechnic University of the Philippines (PUP).



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: 6 Days

Cost:

- ✓ **£4,800.00 Per Delegate for UK Delivery**
- ✓ **£6,000.00 Per Delegate for Delivery outside the UK**

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.

Cost includes:

- Free Continuous snacks throughout the Event Days;
- Free Hot Lunch on Event Days;
- Free City Tour;
- Free Stationery;
- Free On-site Internet Access;
- Diploma – Postgraduate – in **Advanced Financial Accounting for Non-Accountants**; or
- Certificate of Attendance and Participation – if unsuccessful on resit.

HRODC Postgraduate Training Institute's Complimentary Products include:

1. HRODC Postgraduate Training Institute's **Leather Conference Folder**;
2. HRODC Postgraduate Training Institute's **Leather Conference Ring Binder/ Writing Pad**;
3. HRODC Postgraduate Training Institute's **Key Ring/ Chain**;
4. HRODC Postgraduate Training Institute's **Leather Conference (Computer – Phone) Bag** – Black or Brown;
5. HRODC Postgraduate Training Institute's **8GB USB Flash Memory Drive**, with Course/ Programme Material;
6. HRODC Postgraduate Training Institute's **Metal Pen**;
7. HRODC Postgraduate Training Institute's **Polo Shirt**.

****Please see product images, as a separate file - Complimentary Products For Students and Delegates, from HRODC Postgraduate Training Institute.****

Daily Schedule: 9:30 to 4:30 pm.

Location: Central London and International Locations

[Click to View or Download Schedule - Part 1](#)

[Click to View or Download Schedule - Part 2](#)

[Click to View or Download Schedule - Part 3](#)

[Click to View or Download Schedule Part 4](#)

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Advanced Financial Accounting for Non-Accountants Leading to Diploma-Postgraduate in Advanced Financial Accounting

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.

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;
- Accounting Reports and Statements.

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

Statement 3: The Cash Flow Statement – Financial Flow

- 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;
- Risk and Uncertainty and Decision-Making – Sensitivity Analysis.

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.

Synopsis of Diploma – Postgraduate, Postgraduate Diploma and Postgraduate Degree Regulation

Postgraduate Diploma and Diploma – Postgraduate: Their Distinction and Assessment Requirement

Delegates studying courses of 5-9 days duration, equivalent to 30-54 Credit Hours (direct lecturer contact), will, on successful assessment, lead to the Diploma – Postgraduate. 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. Delegates and students who fail to gain the required level of pass, at Postgraduate Level will receive a Certificate of Attendance and Participation. The Certificate of Attendance and Participation will not count, for cumulative purpose, towards the Postgraduate Diploma.

Courses carry varying credit values; some being double credit, triple credit, quad credit and 5-credit, etc. These, 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.

Credit Value and Credit Hours examples of Diploma – Postgraduate Courses are as follows:

Credit Value	Credit Hours
Single-Credit	30-36
Double-Credit	60-72
Triple-Credit	90-108

Credit Value	Credit Hours
Quad-Credit	120-144
10-Credit (X36 Credit-Hours) to 12-Credit (X30 Credit-Hours)	360

Other Credit Values are calculated proportionately.

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, candidate 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.

Diploma – Postgraduate, Postgraduate Diploma and Postgraduate Degree Application Requirements

Applicants for Diploma – Postgraduate, Postgraduate Diploma and Postgraduate Degrees 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 make an assessment of the applicants' suitability for the Programme for which they have applied;
- If they are accepted on their Programme of choice, 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 Programme Tutor will contact him or her, by e-mail or telephone, welcoming him or her to HRODC Postgraduate Training Institute;
- Non-European Students will be sent immigration documentation, incorporating a Visa Support Letter. This letter will bear the applicant's photograph and passport details;
- Applicants will be notified of the dates, location and venue of enrolment and orientation;
- Non-UK students will be sent general information about 'student life' in the UK and Accommodation details.

Modes of Study for Postgraduate Diploma Courses

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

1. Intensive Full-time Mode (3 months);
2. Full-time Mode (6 month);
3. Video-Enhanced On-Line Mode.

Whichever study mode is selected, the aggregate of 360 Credit Hours must be achieved.

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. Twelve 5-day short courses, representing twelve credits or the equivalent of 360 Credit Hours are, therefore, required for the Award of Postgraduate Diploma.

A six-day course (Diploma – Postgraduate) is, therefore, equivalent to 36 hours Credit Hours, representing one credit. Therefore, ten short courses, of this duration, equates to the required 360 Credit Hours, qualifying for the Award of Postgraduate Diploma. While double-credit courses last between ten and fourteen days, triple-credit courses range from fifteen to nineteen days. Similarly, quad-credit courses are from sixteen to nineteen days. 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.

Progression to Postgraduate Degree – MA, MBA, MSc

- On the successful completion of the *Postgraduate Diploma*, students may register for the Masters Degree, after their successful completion of Course #7: *Research Project: Design, Conduct & Report*.
- The students' Degree Registration Category will be dictated by the courses or modules studied at Postgraduate Diploma Level. The categories relate to Master of Business Administration (MBA); Master of Arts (MA) Master of Science (MSc); Executive Master of Business Administration (Executive MBA).

Specialism and Degree Award Titles

The title of the degree will be indicative of the specialism studied or its generalist nature, as exemplified below:

- Master of Science - Advanced Oil and Gas Accounting: International Petroleum Accounting (MSc Advanced Oil and Gas Accounting: International Petroleum Accounting);
- Master of Science - Accounting and Finance (MSc Accounting and Finance);
- Master of Science - Real Estate Management (MSc Real Estate Management);
- Master of Science - Tourism and International Relations (MSc Tourism and International Relations);
- Master of Science – Human Resource Training and Development Management (MSc HR Training and Development Management);
- Master of Business Administration (MBA);
- Executive Master of Business Administration (Executive MBA);
- Master of Business Administration – Finance (MBA Finance);
- Master of Business Administration – Accounting (MBA Accounting);

- Master of Arts - Human Resource Management (MA Human Resource Management);
- Master of Arts - Information and Communication Management (MA Information and Communication Management).

Dissertation: Topics, Supervision and Examination

- The knowledge and skills gained from the research methods course will enable students to formulate their research proposal.
- With the guidance of their research methods tutor, they will submit a Synopsis or Research Proposal
- On the approval of their synopsis, their Masters Degree Registration will be formalised and they will, in earnest, begin their dissertation research.
- Students' choice of Dissertation area and topic must closely reflect their specialism and expected Award Title;
- The Postgraduate Degree Award Board, which will convene twice during each Academic Year, will determine whether the rules have been complied with, in this regard, and will, where necessary, change a registered Award Title, to reflect the reality of a programme choice;
- The length of the Dissertation will be between 15,000 and 20,000 words. Higher or lower limits will be accepted through special dispensation only, tabled through their Dissertation Supervisors;
- Students will each be assigned one Main Dissertation Supervisor, for formal tuition, and a Dissertation Mentor, who will provide them with informal advice, in conjunction with their Main Dissertation Supervisor;
- Each Dissertation Mentor will also mediate the relationship between the Student and his or her Dissertation Supervisor;
- Students' Viva Voce, or Oral, Examination will be conducted within 3 months of the submission of their Dissertation;
- The Dissertation Examination will be conducted by an External and an Internal Examiner;

- The External Examiner will be drawn from a recognized University and will be an Academic in the Discipline being examined, who is not otherwise associated with HRODC Postgraduate Training Institute;
- The Internal Supervisor will be an HRODC Postgraduate Training Institute's tutor, who is neither the Students' main Dissertation Supervisor or their Dissertation Mentor;
- The submission date of a Masters Dissertation is expected to be within 12 calendar months of a candidate's initial registration for the Degree but can be extended, on application, to a period not exceeding 24 months;
- In the event that Students are not successful on their first attempt, they will be given the opportunity to make minor amendments to, or revise, their Dissertation, with the guidance of their Dissertation Supervisors.
- The maximum total submission and resubmission period should not exceed 36 calendar months from the date of first registration for a particular Masters Degree;
- Additional details and general aspects of these regulations are contained in the document: *Masters Degree - Dissertation Guidelines*.

Terms and Conditions

HRODC Policy Terms and Conditions are Available for viewing at:

<http://www.hrodc.com/COSTS.htm>

Or Downloaded, at:

http://www.hrodc.com/Brochure_Download_Centre.Company_Brochures_Seminar_Brochures_Seminar_Schedule.htm

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. R. B. Crawford - Director HRODC Postgraduate Training Institute