

Administrative and Financial Management for Non-Financial Professionals

General Objectives:

This Course aims to equip participants coming from non-financial areas with advanced knowledge on Finance for performance of their professional activities.

Objetivos Específicos:

At the end of this course participants will know:

- Master, in a global way, the main aspects of Management of the Administrative and Financial Area;
- Read and understand the information conveyed by the Balance Sheet and Income Statement;
- Understand and describe the main Company Cycles (Operating, Investment and Financial).

Recipients:

To all professionals who, coming from non-financial areas, need to develop advanced knowledge about Finance to perform their professional functions.

Duration:

18 Hours

Content Program:

Module I - Work Plan

- The Company Balance Sheet;
- Profit and Loss Statement;
- Impact of management decisions on financial statements;
- The meaning of cash flows.

Module II - Understanding the Balance Sheet: The Company Cycles

- Exploration Cycle;
- Investment Cycle;
- Financial Cycle.

Module III - Duty Cycle

- Acquisition of M.P. and other F.S.E;
- Production and transformation into P.A.;
- Sales process to customers;
- Payment of M.P. and F.S.E;
- Receiving from customers.

Module IV - Investment Cycle

- Acquisition of Buildings and Land;
- Industrial Machinery;
- Vehicles;
- Term Applications.

Module V - Financial Cycle

- Negotiation of bank loans;
- Capital increases;
- Receipts of dividends;
- Financial participations in companies.