

Finance for Non-Financial Managers

Course Outline

Facilitator: Joe Peterson

Overview

Managers do not need to know every aspect of finance nor do they need accounting expertise. However, College departmental managers do need basic finance training to understand the source of College revenues, how expenses are treated, how to cost out College programs, and the implication of student enrolment increases and decreases.

Managers also need to understand how to effectively prepare departmental budgets and manage those budgets.

This 30 hour course covers 6 major topics:

- Accounting terms and financial concepts overview
- College Revenues—different types and calculating the operating grant
- College Expenses—controllable versus non-controllable and understanding the basics of program costing
- Capital Assets & Equipment—how capital assets are accounted for; depreciation and a business case model for acquiring capital assets
- Balance Sheet—understanding the College Balance Sheet
- Budgeting & Reports—creating a department budget & managing the department budget

About the instructor

Joe Peterson, C.G.A.

Joe Peterson is an experienced speaker, facilitator and financial specialist holding the Certified General Accountant (C.G.A.) designation.

Joe is the President of his own consulting and training company (Peterson & Associates Inc.) and for the past 16 years has provided consulting & training services to various organizations including Mohawk College, numerous hospitals, Boehringer Ingelheim Pharmaceuticals & CUMIS Insurance.

Prior to starting his own business, Joe held senior management positions for 23 years, including Director of Finance at Mohawk College, Controller at George Brown College and Director of Finance at Medicine Hat College.

Joe makes the business of finance understandable and manageable for the non-financial manager. He comes highly recommended by college administrators who have enjoyed his training.