



Financial Literacy for Non-Financial Professionals

Objective: The Financial Literacy for Non-Financial Professionals course aims to equip participants with essential financial knowledge and skills to make informed decisions, understand financial statements, and contribute effectively to the financial management of their organizations.

Week 1: Introduction to Financial Literacy

- Understanding the importance of financial literacy for non-financial professionals
- Basic financial concepts and terminology
- Role and responsibilities of non-financial professionals in financial decision-making

Week 2: Budgeting and Financial Planning

- Creating and managing budgets for projects or departments
- Identifying and controlling expenses
- The relationship between budgeting and overall financial health

Week 3: Financial Statements Part 1 - Balance Sheet

- Analyzing a balance sheet
- Understanding assets, liabilities, and equity
- Using ratios to assess financial stability

Week 4: Financial Statements Part 2 - Income Statement

- Analyzing an income statement
- Understanding revenue, expenses, and profit
- Interpreting profitability ratios

Week 5: Financial Statements Part 3 - Cash Flow Statement

- Understanding cash flow and its importance
- Analyzing cash flow patterns
- Using cash flow to make business decisions



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Week 6: Investment Basics

- Introduction to different types of investments (stocks, bonds, mutual funds, etc.)
- Risk and return in investments
- Diversification and its role in managing risk

Week 7: Credit and Debt Management

- Understanding credit scores and reports
- Managing personal and business debt effectively
- Strategies for improving creditworthiness

Week 8: Introduction to Taxation

- Understanding the tax system and tax obligations
- Tax planning strategies for individuals and businesses
- Tax-saving investment options

Week 9: Financial Decision-Making

- Evaluating investment opportunities
- Making effective financial decisions in various business scenarios
- Considering financial implications in strategic planning

Week 10: Financial Ethics and Fraud Awareness

- The importance of financial ethics in business
- Identifying and preventing financial fraud
- Implementing internal controls to safeguard company assets

Assessment and Evaluation

- Weekly quizzes to reinforce understanding
- Group exercises for practical application
- Final project: Participants will apply their financial knowledge to analyze a real-world financial scenario or case study.