

Finance for Non-Finance Department Heads and Managers



About us

Who we are

The Centre for Continuing and Professional Education (CPE) was established in 1999 to provide continuing professional education and lifelong learning opportunities for University's staff, students, alumni and the public. As part of TAR UMT's commitment to continuing education and lifelong learning, CPE is entrusted with designing, developing and delivering various activities, workshops and programmes to meet the diverse learning needs of multiple parties.

About This Training

Business performance today depends on the day-to-day decisions of managers at the operational and project level. Managers should also understand the financial aspects of business performance to make decisions that will maximise the organisation's value. This course will provide non-financial managers and executives with knowledge in financial reporting, costing and the 'know-how' of financial management tools. The course will use a revolutionary and highly customisable business simulation where all participants manage the company independently or in teams. The objective is to operate a business by monitoring revenue, profitability, market share, brand value, equity, and more.



Date and Time

17 - 18 May 2023
Wednesday - Thursday
9 AM to 5 PM



Training Venue

TAR UMT
Jalan Genting Kelang, Setapak
53300 Kuala Lumpur



Trainer

Dr. Lok Char Lee

COURSE CONTENTS

INTRODUCTION TO ACCOUNTING AND FINANCE

- FINANCIAL ACCOUNTING AND MANAGEMENT ACCOUNTING
- FINANCIAL TERMS/JARGONS
- THE ACCOUNTING EQUATION
- BASIC ACCOUNTING PRINCIPLES
- ACCOUNTING ASSUMPTIONS

UNDERSTANDING FINANCIAL STATEMENTS

- INCOME STATEMENT
- BALANCE SHEET
- STATEMENT OF CASH FLOWS
- STATEMENT OF CHANGES IN EQUITY
- UNDERSTANDING WHY SOME COMPANIES MAKE PROFIT/LOSS

FINANCIAL STATEMENT ANALYSIS

- COMMON RATIOS IN BUSINESS
- ANALYZING AND INTERPRETING THE FINANCIAL REPORTS
- UNDERSTANDING, INTERPRETING AND MAKING SENSE OF INTERNAL REPORTS
- FINANCIAL RATIOS AND MAKING SENSE OF THEM
- UNDERSTANDING THE FINANCIAL IMPACT OF VARIOUS BUSINESS SCENARIOS

CAPITAL PROJECT EVALUATION

- CALCULATING NPV, IRR, PAYBACK AND ROI
- PROJECT EVALUATION AND INVESTMENT DECISION MAKING

COST ACCOUNTING PRINCIPLES

- CONCEPT OF COSTS AND UNDERSTANDING COSTS BEHAVIOR
- DIRECT & INDIRECT COSTS
- VARIABLE & FIXED COSTS
- CONTRIBUTION MARGIN STATEMENT
- MAKING DECISION WITH BREAK EVEN ANALYSIS
- THE IMPORTANCE OF THE ANALYSIS BEA

PREPARING FINANCIAL BUDGETS AND FORECASTS

- TYPES OF BUDGET
- STEPS IN PREPARING BUDGETS
- CASH FLOW PROJECTION
- PROFIT FORECAST

Introduce our Trainer

Dr. Lok Char Lee

Dr. Lok Char Lee, PhD, is a financial consultant specialising in business reporting, cost management and information systems. Dr. Lok is a chartered accountant registered with the Malaysian Institute of Accountants (MIA), a member of the Chartered Institute of Management Accountants (CIMA), a Chartered Global Management Accountant (CGMA) and a Fellow of the Chartered Tax Institute of Malaysia (CTIM). He holds a Bachelor of Accounting (Hons) degree from Universiti Malaya, a Master of Science in Information Technology and a Doctor of Philosophy in Corporate Governance from Universiti Sains Malaysia. Dr Lok has more than 28 years of working experience and obtained his accounting and finance experience while working as a statutory auditor and tax consultant in various local and international auditing firms. His financial expertise encompassed different accounting, auditing, costing, and taxation aspects for clients, including manufacturing, trading, property development, construction, and financial institutions. Dr. Lok is a senior lecturer in financial reporting at the School of Management, Universiti Sains Malaysia. He specialises in financial reporting, accounting and finance analytics, and corporate governance. He has more than 22 years of experience providing Continuing Professional Development (CPD) programmes in small and medium-sized enterprises, large companies, and multinational corporations. Dr. Lok has trained directors, managers, executives, officers, and finance assistants in cost management, business reporting, corporate finance, taxation, and budgeting. He has conducted courses for candidates sitting for professional examinations such as CIMA, ACCA, and CAANZ and is an examiner and reviewer for professional papers. Dr. Lok has co-authored several accounting and auditing books and an online "Application of Power BI in Finance and Accounting Analytics" course. He also presented research papers at various local and international conferences.



Click/Scan for enquiry



Contact Us



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+601110758530 (whatsapp)

training@tarc.edu.my
<https://www.tarc.edu.my/cpe/>



REGISTRATION FORM

Fees: Public
RM 795.00 per participant
(inclusive of 6% Service Tax)

TAR UMT Student/Alumni
RM 636.00 per participant
(inclusive of 6% Service Tax)

The Manager

TARC Education Foundation (1033820M)

Tunku Abdul Rahman University of Management and Technology (TAR UMT)

TEL: 03-4145 0170

Email: training@tarc.edu.my

Dear Madam / Sir,

Please register the following participant(s) for the above programme: (To be completed in BLOCK LETTERS)

1

Name :

IC No. :

Nationality :

Email:

Mobile No. :

Designation :

2

Name :

IC No. :

Nationality :

Email:

Mobile No. :

Designation :

(If space is insufficient, please attach a separate list)

Disclaimer

Registration is on a first-come-first-served basis. All cancellations must be made in writing. Cancellation made 14 days or more in advance of the workshop date will receive full refund. Cancellations made thereafter will be subjected to a cancellation fee of 50% of the workshop fee. All fees are payable in the event of non-attendance of any registered participant(s) or the overall attendance falls below 75% of total workshop hours. Replacement(s) can be accepted at no additional cost if notified 24 hours prior to the commencement of the workshop. The Tunku Abdul Rahman University of Management and Technology reserves the right to change the speaker, reschedule or cancel the workshop and all efforts will be taken to inform participants of the changes.

We hereby confirmed that (please tick accordingly):

We will be claiming under **HRD Corp Claimable Course** and full payment would be made to Tunku Abdul Rahman University of Management and Technology in the event that no disbursement from **HRD Corp** under any circumstances.

We will **NOT BE CLAIMING** from **HRD Corp**. Payment will be made to account payee TAR UMT by cheque or bank transfer to Public Bank Account No. 3 1 8 1 5 6 4 1 1 3. Kindly submit your payment remittance to training@tarc.edu.my together with this registration form.

Submitted by

Name :

Designation :

Department:

Email :

Telephone No. :

Mobile No. :

Company Name:

Company Registration No. :

Company Address :

Company Stamp & Signature :

Date :