



**Certificate in**



## **Accounting & Finance for Non-Financial Managers**

Kent State Trumbull is offering an online certificate program focusing on accounting and finance for managers who are not directly involved in finance. Regardless of what industry you work in, this course will help you understand financial concepts and accounting processes, and provide practical techniques to increase your effectiveness. This course will help you make smart decisions when it comes to budgeting, goal setting, and performance expectations.

Students may participate in one or all of the online classes below, however completion of all three classes is required to earn the Certificate of Accounting & Finance for Non-Financial Managers from Kent State Trumbull. All classes will be conducted online.

### **◆ Accounting & Finance for Non-Managers: *September 6—30, 2016*      **\$195 / person****

Every successful person in the workplace utilizes financial information to aid effective decision making. This class explains the financial concepts and accounting processes used in most businesses and will provide practical techniques that will increase your effectiveness and career. Get a foundation to understand the seven steps in the accounting cycle and use financial information in decision making. Come away with the knowledge to analyze resource allocation and evaluate financial performance.

### **◆ Cash is King: *October 3—28, 2016*      **\$195 / person****

Cash is arguably the most important factor in business success. D&B reports 90% of all small business failures are due to poor cash flow—more money gets paid out than collected. It is the non-financial manager who really makes a difference in the day-to-day cash activities. Discover how to maximize cash flow, learn the importance of cash and find out your role in cash flow success.

### **◆ Financial Analysis & Planning: *November 7—December 2, 2016*      **\$195/ person****

Designed for non-financial managers, business owners, entrepreneurs, and other decision-makers, this advanced course will take the mystery out of money matters. Throughout this course, financial information that drives your organization, as seen on the business's reports, will be assessed and analyzed to understand it. An understanding of this information will help you make smart decisions when it comes to budgeting, setting goals, and assessing performance within your own area of influence.

**Register for all 3 classes for only \$495!!**

***For additional information or to register, please call (330) 675-8809 or  
email [madkin12@kent.edu](mailto:madkin12@kent.edu)***

***Registration is due one week prior to class start date.***



# **Certificate in Accounting & Finance for Non-Financial Managers**

Students may participate in one or all the classes below, however completion of all three classes is required to earn the Certificate of Accounting & Finance for Non-Financial Managers from Kent State Trumbull. The Certificate of Accounting & Finance for Non-Financial Managers includes 48 hours of training held over 3 months. All classes will be conducted online.

- **Accounting & Finance for Non-Financial Managers: *September 6—30, 2016* (\$195 / person)**
- **Cash is King: *October 3—28, 2016* (\$195 / person)**
- **Financial Analysis & Planning for Non-Financial Managers: *November 7—December 2, 2016* (\$195 / person)**

## **HOW IT WORKS:**

- Receive a welcome email containing the web address, your log-in (email address), and password to gain access to the online classroom
- Participate any time (course available 7 days/week, 24 hrs/day). No real-time requirements
- Recommended to log-in to course 2-3 times per week
- For each unit:
  - Access the online readings
  - Listen to audio presentations for the unit, view slides
  - Take self-quiz (80% pass rate)
  - Engage in written online discussion with instructor & peers
- Recommended that you comment 2-3 times daily; required that you comment at least weekly
- Work as fast or as slow as you need, as long as you complete all requirements before the course ends

**Register for all 3 classes for only \$495!! (*savings of \$90*)**

1. Submit student name & email address to Michelle Adkins at [madkin12@kent.edu](mailto:madkin12@kent.edu)
2. Registration is due **one week prior to class start date!**
3. Kent State Trumbull will provide invoice for corporate payment

*To receive discount for all 3 classes, registration for all 3 classes must occur at the same time.*  
Full refunds will be given if withdrawal notification is provided one week prior to class start date.