

DBM3- Diploma in Business management

COURSE SYLLABUS

FINANCIAL MANAGEMENT

GENERAL OBJECTIVES

At the end of this module the trainee should be able to:

- Recognize nature and scope of different type of financial institutions
- Identify the sources of finance and their usefulness in managing a business
- Recognize the role of financial management in the economy
- Apply financial models in assessing viable investment business project
- Carry out capital budgeting for an organization

Introduction to financial management	<ul style="list-style-type: none">• Meaning of financial management• Nature and scope of financial management• Role of financial management in production, marketing and finance• Relationship between financial management and other discipline• Financial goals of a firm• Ethical challenges in financial management	10
Financing decisions	<ul style="list-style-type: none">• Objectives of financing decisions• Criteria used to choose sources of finance• Methods of raising finance• Evaluating financing methods• Characteristics Of different sources of finance• Choices of preferred finance mix•	10
Capital structure and cost of financing	<ul style="list-style-type: none">• Definition of finance• Meaning of capital structure• Determinants of capital structure• Concept of cost of finance• Importance of cost of finance• Components of cost of finance• Weighted average cost of capital• Formulation of capital structure policy• Dividend policy and capital structure• Influence of finance in taxation in financing decision	15
Financial institutions in Kenya	<ul style="list-style-type: none">• Financial system in Kenya• Financial institution in Kenya• Functions of financial institutions in Kenya	15

	<ul style="list-style-type: none"> • Role of financial institution in Kenya • Factors that have led to rapid growth of financial institutions • Factors leading to the failure of indengineous financial institutions 	
Working capital management	<ul style="list-style-type: none"> • Meaning of working capital • Components of working capital • Role of woking capital • Sources of financing working capital • Mechanism of controlling working capital 	10
Time value of money	<ul style="list-style-type: none"> • Definition of time value of money • Importance of time value of money • Future value of money • Present values • Loan amortization 	10
Investment Decisions	<ul style="list-style-type: none"> • Meaning of the cost of investment • Meaning of investment appraisal techniques • Importance of investment appraisal techniques • Techniques of investment appraisal limitations of investment appraisal 	10
Budgeting and financial	<ul style="list-style-type: none"> • Meaningof the concept of capital budgeting • Budgeting techniques • Capital budgeting process • Capital rationing • Classifying investment process • Investment vauation • Risk and capital budgeting • Meaning of capital forecasting • Reason for financial forecasting • Andvantages of financial forecasting 	15
Financial ratio analysis	<ul style="list-style-type: none"> • Meaning of ratios • Illustrating the value of ratios • How ratios can assist in measuring financial performance of a business • Appraising company financial performance • Circumstances in whichratio analysis is most effective and those where its limited in value • Why ratios and performance data will vary from one business to another • Interpret a cashflow statement • Non financial ratios 	10
Internation financial management	<ul style="list-style-type: none"> • Meaning of international finance • International capital budgeting • Risks involved in international financial management • Type of exposures in international financial management 	10

	<ul style="list-style-type: none">• International financial financing• Distinction between domestic and international financial management	
Emerging Trends and issues5	<ul style="list-style-type: none">• Emerging trends and issues in financial management• Challenges posted by emerging	5

DIPLOMA IN BUSINESS MANAGEMENT/DIPLOMA IN SUPPLY

MANAGEMENT MODULE 3

COURSE SYLLABUS ON

MANAGEMENT ACCOUNTING.

COURSE OBJECTIVES:

- Carry out estimating and forecasting cost using various methods
- Recognize the role of managerial accounting in decision making
- Carry out performance evaluation of a business
- Prepare budget for the business

OBJECTIVES

Nature and scope of managerial accounting	<ul style="list-style-type: none">• Definitio of managerial accounting• The role of managerial accounting in production marketing and finance• Differences between managerial accounting and financial accounting	
Decision theory	<ul style="list-style-type: none">• definition of decision trees• the structure of decision trees• use of decision trees	
Cost estimation	<ul style="list-style-type: none">• definition of cost estimation• terms used in CVP• Assumptions of cvp• Limitations of CVP• Bep Analysis• Calculation of BEP	
Marginal costing	<ul style="list-style-type: none">• Defination of marginal costing• Key factor• Decision making	
Capital expenditure decisions	<ul style="list-style-type: none">• Nature of capital budgeting• Non discounting cashflow techniques• Time value of money• Discounting cashflow methods• Benefits and limitations of each technique	
Transport techniques	<ul style="list-style-type: none">• nature of transportation techniquesrequirement of transportation techniques• transportation techniques	

Assignment techniques	<ul style="list-style-type: none"> • nature of assignment techniques • requirements of assignment techniques • assignment techniques for minimizing and maximizing problems 	
Queuing theory	<ul style="list-style-type: none"> • Definition of a queue • elements 	
Performance evaluation	<ul style="list-style-type: none"> • definition of performance evaluation • need for performance evaluation • performance evaluation techniques 	
Budgeting and budgetary control	<ul style="list-style-type: none"> • definition of budgeting and budgetary control • preparation of functional budgets • preparation of master budgets 	
Emerging issues in managerial accounting	<ul style="list-style-type: none"> • emerging trends and issues in managerial accounting • challenges posed by emerging issues in managerial accounting • ways of coping with challenges posed by emerging trends and issues in managerial accounting. 	