

# COURSE CALENDAR 2010

## CENTER FOR ACCOUNTING & IT: ACCOUNTING & FINANCE COURSES

NO	COURSE TITLE	Duration	CODE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
	<b>Basic Business/Study Skills</b>														
1	Basic Business Mathematics	4	200										24-27		
2	Intermediate Business Mathematics	4	250											21-24	
	<b>Core Accounting</b>														
3	Accounting 1: Recording Financial Transactions	10	210		7-18			9-20					3-14		
4	Accounting 2: Maintaining Financial Records & Accounts	10	211			7-18			6-17						
5	Accounting 3: Drafting Financial Statements	10	212				4-15					19-30			
6	Accounting 4: Introductory Managerial Accounting (NEW)	5	213					16-20							
7	Accounting 5: Intermediate Managerial Accounting (NEW)	5	214						13-17						
	<b>Finance</b>														
8	Cases in Finance	5	223		21-25									21-25	
9	Valuation of Companies	3	224			28-30								1-3	
10	Managing Finance (NEW)	5	257									5-9			
11	Financial Analysis	5	226							4-8					5-9
	<b>Analysis and Evaluation</b>														
12	Understanding Financial Statements	3	220	26-28		2-4			1-3			5-7			12-14
13	Financial Statement Analysis	5	221			14-18						19-23			
14	Understanding <i>Bank</i> Financial Statements (NEW)	3	230		21-23										
15	Understanding <i>Insurance Company</i> Financial Statements (NEW)	3	231			2-4									
16	Understanding <i>Islamic Bank</i> Financial Statements (NEW)	3	232											1-3	
17	Analyzing <i>Bank</i> Financial Statements (NEW)	5	266				4-8								
18	Analyzing <i>Insurance Company</i> Financial Statements (NEW)	5	267					9-13							
19	Analyzing <i>Islamic Bank</i> Financial Statements (NEW)	5	268												26-30
20	Evaluating Company Performance	3	222							4-6					
21	Evaluating Commercial Bank Performance	3	272					23-25							
	<b>Financial Modelling</b>														
22	Financial Modelling with Excel	5	252	24-28					20-24					7-11	
23	Advanced Financial Modelling with Excel (NEW)	5	253											21-25	
24	Financial Modelling for Project Finance (NEW)	5	254										10-14		
	<b>The Non Accounting Specialist</b>														
25	Finance for the Non Financial Manager	4	240			7-10			27-30			26-29			
26	Budgeting: Preparation and Control	3	241				13-15							28-30	
	<b>Specialized Accounting</b>														
27	Accounting in Banks	5	271											7-11	
28	Project Management Accounting (NEW)	5	255										3-7		
29	Practical Accounting Information Systems (NEW)	5	256												26-30
30	Insurance Accounting (NEW)	5	275										24-28		
	<b>Audit Courses</b>														
31	Audit Update	2	276							4-5					
32	Internal Audit	5	278										24-28		
	<b>Business Professional Ethics</b>														
33	Introductory Business & Professional Ethics	4	274I		14-17										
34	Advanced Business & Professional Ethics	5	274A						20-24						

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**COURSE CALENDAR 2010  
BANKING CENTER**

NO	COURSE TITLE	Duration	CODE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
<b>Domestic Banking</b>															
1	Elements of Banking	6	100	17-24		7-14	11-18	9-16		4-11		26 ...	... 3& 3-10	7-14	
2	Negotiable Instruments	3	101	10-12			4--6		27-29				12-14		
3	Introduction to Bankcard Industry	2	104			24-25								24-25	
4	BIBF Branch Manager Program Part I	11	107A		14 ...	... 1									
5	BIBF Branch Manager Program Part II	11	107B						27 ...	...11					
6	BIBF Branch Manager Program Part III	11	107C										31 ...	...14	
<b>Credit Risk Analysis &amp; Management</b>															
7	Project Appraisal & Financing	4	110			7-10							3-6		
8	Consumer & Small Business Lending	4	115	31 ...	... 3							5 - 7			
9	Consumer Loan Collection Techniques	4	116	24-27					6 - 9						
10	The BIBF Credit Program	10	117				11-22						3-14		
11	The BIBF Advanced Credit Program Level I	11	117A			14-28									
12	The BIBF Advanced Credit Program Level II	11	117B						13-27						
13	The BIBF Advanced Credit Program Level III	11	117C										24 ...	... 7	
14	Problem Credits	4	118		7 - 10									22-25	
15	Corporate Credit Risk Analysis	5	119				4-8	9-13					17-21		
16	Introduction to Loan Syndication & Documentation	4	120		14-17									28 ...	... 1
<b>Finance &amp; Economics</b>															
17	Country Risk Analysis	4	121						13-16				24-27		
18	Corporate Finance I	5	122						13-17			19-23			
19	Corporate Finance II	5	123			21-25								7-11	
20	Economics for Bankers	5	133			21-25									
<b>International Banking</b>															
21	Introduction to International Trade Finance	5	140				25-29						17-21		
22	UCP 600 & URDG	5	143					23-27							5--12
23	Documentary Letter of Credit	5	149					3-9						21-25	
<b>Treasury</b>															
24	Introduction to Foreign Exchange (ACI Dealing Part I)	5	165		14-18	21-25							17-21		
25	Foreign Exchange & Money Markets (ACI Dealing Part II)	5	166				18-22			4-8				7-11	
26	Introduction to Back Office Operations (ACI Operations Part I)	5	167			1-7							10-14	21-25	
27	Market Technical Analysis	3	168			23-25									12-14
28	Introduction to Derivatives (ACI Operations Part I)	5	169		21-25			23-27						28 ...	... 2
29	Derivatives Advanced - Pricing & Trading	5	184			14-18						5-9			
<b>Capital Markets</b>															
30	Private Equity & Venture Capital	5	183				18-22					19-23			
31	Asset Valuation	5	185A			7-11								26-30	
32	Portfolio Management	5	185B		7-11								24-28		
33	Foundation of Investment Analysis	5	186				25-29							1-5	
34	Fixed Income Management	5	187				4-8					26-30			
<b>Risk Management, Regulations &amp; Compliance</b>															
35	Anti Money Laundering Awareness Program	3	102A	17-19	23-25	29-31	4-6	2-4	28-30	6-8		28-30	24-26		21-23
36	Anti Money Laundering Compliance Officers Program	5	102C				25-29							7-11	
37	Introduction to Basel II	3	161		14-16								3-5		
38	Corporate Governance	2	139	26-27										29-30	
39	Risk Management and Value at Risk	4	188					16-19						7-10	
40	Quantitative Methods for Risk Management	6	106		14-21					4-11					
41	Introduction to Asset Liability Management	4	181	24-27										1-4	
42	Repo Market - Techniques & Strategies	2	195					3-4					27-28		
43	Interest Rate & Money Market Calculations	2	196				4-5			11-12					
44	Finance Skills for All	4	194					9-12					10-13		
45	Fundamentals of Structured Finance	4	193		21-24								3-6		
46	Fundamentals of Hedge Fund	2	192							5-6				22-23	

# COURSE CALENDAR 2010 CENTER FOR INSURANCE

NO	COURSE TITLE	Duration	CODE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN
<b>Insurance Diploma (English)</b>																
1	Introduction to Insurance & Insurance Documentation	6	401E	10 - 14&30		28...	1&17	23-27...	&12	4-8&24		19-23...	&9	28..	2&18	
2	Motor Insurance	6	412E		21-25...	&13	18-22...	&8				31...	4&20			
3	Fire & Loss of Profits Insurance	6	423E				4-8&24		20-24&3			10-14&30				
4	Miscellaneous Accident Insurance	6	425E	31....	1 - 4&20			9-13&29						21-25	&11	
5	Medical Insurance	6	470E			14-18...	&3	30...	3&19					20-23...	& 8	
<b>Insurance Diploma (Arabic)</b>																
6	Introduction to Insurance & Insurance Documentation	6	401A	10 - 14&30												
7	Motor Insurance	6	412A		7-11&27											
8	Fire & Loss of Profits Insurance	6	423A						13-17...	&3						
9	Miscellaneous Accident Insurance	6	425A			1-4&20										
10	Medical Insurance	6	470A					9-13&29								
<b>Advanced Insurance Diploma (English)</b>																
11	Liability Insurance	6	413E		7-11&27					4-8&24						
12	Engineering Insurance (CAR/EAR)	6	422E	17-21...	&6				6-10&26			19-23...	&9			
13	Transportation Insurance	6	424E				11-15...	&8					17-21...	&6		
14	Reinsurance	6	433E			14-18...	&3									
15	Life Assurance & Bancassurance	6	440E					9-13&29						21-25...	&11	
<b>Advanced Insurance Diploma (Arabic)</b>																
16	Liability Insurance	6	413A			21-25..	&10									
17	Engineering Insurance (CAR/EAR)	6	422A				18-22..	&8								
18	Transportation Insurance	6	424A									10-14 &30				
19	Reinsurance	6	433A						27...	.1 & 10						
20	Life Assurance & Bancassurance	6	440A											5-9 &25		
<b>Insurance Management Diploma (English)</b>																
21	Risk Management	6	462E			21-25...	&10							21-25...	&11	
22	Quantitative Methods in Insurance	6	463E				25-29	&15					24-28...	&13		
23	Insurance Marketing	6	465E	24-28...	&13				27...	...1&17						
24	Islamic Insurance (Takaful)	6	468E		21-25...	&13						26-30..	&16	7-11&27		
25	Underwriting Management	6	469E					23-27...	&12					26-30...	&15	
<b>Insurance Management Diploma (Arabic)</b>																
26	Risk Management	6	462A		14-18...	&6										
27	Quantitative Methods in Insurance	6	463A					16-20...	&5							
28	Insurance Marketing	6	465A			14-18...	&3									
29	Islamic Insurance (Takaful)	6	468A											7-11 &27		
30	Underwriting Management	6	469A									3-7&23				
<b>Motor Insurance Technician Certificate (English)</b>																
31	Introduction to Insurance & Insurance Documentation	6	401E	10-14&30												
32	Motor Insurance	6	412E		7-11&27											
33	Claims Workshop	6	420E					23-27...	&12							
34	Motor Claims Process	6	466E				4-8&24							5-9&23		
35	Practice of Motor Insurance	6	477E	10-14&30		7-11&27										
<b>CBB Minimum Qualifications Requirements for Appointed Insurance Representatives in Bahrain</b>																
36	Award in General Insurance (English)	6	475E		7-11&27				13-17...	&3			31...	4&20		
37	Award in General Insurance (Arabic)	6	475A		21-25...	&13			27...	...1&17				7-11&27		
38	Award in Financial Planning (English)	6	476E	31...	1-4&20				6-10&19					7-11&27		
39	Award in Financial Planning (Arabic)	6	476A		14-18...	&6			20-24...	&10		24-28...	&13			

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**Notes:**

- (a) There is a gap between the final day of the course and the examination day to allow participants additional study time.
- (b) If any public holidays falls during the course, an hour and half will be added to each of the remaining days of the week.

## COURSE CALENDAR 2010 CENTER FOR ISLAMIC FINANCE

NO	COURSE TITLE	Duration	CODE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
<b>PUBLIC OFFERINGS</b>															
1	Introduction to Islamic Banking (English)	5	600E	10 -14	14 - 18	21 - 25	11 - 15	9 - 13	20 - 24	4 - 8		26 - 30	17 - 21	21 - 25	
2	Introduction to Islamic Banking (Arabic)	5	600A		21 - 25										
3	Islamic Leasing (Ijarah) (English)	2	609E				25 - 26								
4	Islamic Accounting Standards (English)	4	610E	11 - 14	21 - 24	21 - 24		17 - 20				26 - 29	11 - 14		
5	Islamic Mutual Funds (English)	3	611E										11 - 13		
6	Islamic Mutual Funds (Arabic)	3	611A	5 - 7											
7	Islamic Liquidity and Treasury Management (English)	3	613E												27 - 30
8	BASEL II Course for Conventional & Islamic Banks (English)	4	614E												26 - 29
9	Budgeting Preparation in Islamic Banking (Arabic)	2	615A											23 - 24	
10	Islamic Credit Cards (English)	2	620E												1 - 2
11	Sharia for Bankers (English)	2	630E		3 - 4										
12	Murabaha Finance for Retail (Arabic)	2	631A	6 - 7											
13	Istisnaa Finance for retail executives (Arabic)	2	632A							27 - 28					
14	Islamic Economics for Bankers (English)	2	633E										26 - 27		
15	Futuring Islamic Prospective - Econ Applications (Arabic)	2	634A									19 - 20			
16	Skills of Convincing & Influencing Others in Negotiation (Arabic)	2	635A	12 - 13											
17	Introduction to Global Economy & Islamic Financial Markets (Arabic)	2	636A					24 - 25							
18	Customer Relationship Management & Marketing in Islamic Banking (English)	2	637E										4 - 5		
19	Sharia Audit (Arabic)	3	638A						14 - 16						
20	Accounting for Non-Accountants for Islamic Banking (Arabic)	4	639A		1 - 4										
21	Introducing Accounting to Non-Accountants (English)	4	640E						6 - 9						
22	Intermediate Islamic Banking (English)	3	641E		16 - 18				8 - 10						
23	Advanced Islamic Banking (Arabic)	3	642A			14 - 16									
<b>EXTERNAL COURSES</b>															
1	Sharia Standards (Arabic)	5	EX610A				11 - 15								
2	Sharia Audit (Arabic)	4	EX614A	10 - 13			20 - 22								
3	SUKUK (English)	3	EX618E					16 - 18							
4	Islamic Documentation Structure (English)	5	EX627E									3 - 7			
5	Structuring Islamic Transactions (English)	3	EX628E				4 - 6								
6	Islamic Project Finance (English)	4	EX630E						14 - 17						
7	Islamic Asset Securitization (English)	3	EX631E			29 - 31									
8	Takaful Workshop (Arabic)	3	EX633A					4 - 6							
9	Islamic Trade Finance (English)	4	EX638E						7 - 10						
10	Corporate Governance for Islamic Finance (English)	4	EX640E				25 - 28								
11	Waqf Fund Certificate (Arabic)	5	EX641A						13 - 15						
12	Primary Markets Certificate (English)	5	EX642E	24 - 28											
13	Islamic International Trade Finance (English)	4	EX643E										8 - 11		
14	Islamic Banking Supervision BASEL II and Capital Adequacy (English)	5	EX651E			7 - 11									
15	Mechanics of Financial Markets - Islamic Perspective (Arabic)	3	EX652A			14-16									
16	Auditing Takaful Companies (Arabic)	3	EX653A					3 - 5							
17	Islamic Sukuk Structure (Arabic)	3	EX654A												21 - 23
18	Financial Statement Analysis for Islamic Banking (Arabic)	4	EX655A			21 - 24									

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# COURSE CALENDAR 2010

## CENTER FOR ACCOUNTING & IT: INFORMATION TECHNOLOGY COURSES

NO	COURSE TITLE	Duration	CODE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
1	MS Access 2007 - Basic	4	340B		7-10			9-12					10-13		
2	MS Access 2007 - Intermediate	4	340I						6-9						26-29
3	MS Access 2007 - Advanced	4	340A											21-24	
4	MS Excel 2007 - Basic	4	315B	17-20	7-10	7-10	25-28	3-6	6-9	4-7		26-29	17-20	28 ..	.. 1 & 26-29
5	MS Excel 2007 - Intermediate	4	315I	24-27	21-24	7-10	4-7	9-12	13-16 & 20-23	4-7		19-22	3-6		20-23
6	MS Excel 2007 - Advanced	4	315A				18-21								20-23
7	MS Word 2007 - Basic	4	330B			14-17			13-16				10-13		
8	MS Word 2007 - Intermediate	4	330I		14-17			23-26			29..	..1			
9	MS Word 2007 - Advanced	4	330A					16-19						7-10	
10	MS PowerPoint 2007	4	350	24-27		21-24		16-19					17-20		
11	MS Outlook 2007	4	356	17-20								19-22			
12	MS Project 2007	4	395			21-24			20-23					7-10	
13	Management of Information Security	4	328A											28 ..	.. 1
14	Project Management - Fundamentals	4	394F		14-17			23-26					3-6		
15	Project Management - Scheduling & Cost Control <b>(NEW)</b>	5	394C			28 ...	... 1		6-10					21-25	
16	IT Project Management	4	394A											21-24	
17	Business Continuity Management - BCM	4	380			14-17							24-27		
18	Problem Solving Cases in MS Access 2007 & MS Excel 2007 <b>(NEW)</b>	4	304				25-28								
19	Information Technology for Managers <b>(NEW)</b>	3	305						27-29						
20	Principle of Customer Relationship Management (A Technology View) <b>(NEW)</b>	2	306								29-30				
21	Ethics in Information Technology <b>(NEW)</b>	2	307							11-12					

# COURSE CALENDAR 2010

## CENTER FOR LEADERSHIP & MANAGEMENT

NO	COURSE TITLE	Duration	CODE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
<b>Senior Management</b>															
1	Managing Change	3	508			28-30									
2	Total Quality Management (NEW)	2	509						2-3						
<b>Middle Level Management</b>															
3	Management Effectiveness	2	504	13-14			14-15	16-17				29-30			
4	Leadership Skills	3	519	26-28	9-11		13-15	9-11		4-6			10-12		28-30
5	Building High Performance Teams	3	563			29-31			1-3	4-6		26-28			
6	Performance Management & Effective Appraisals	3	513		21-23							26-28			
7	Effective Recruitment & Selection	3	555					23-25						2-4	
8	Emotional Intelligence	2	556	13-14					13-14						
9	Negotiation Skills (NEW)	2	567		2-3		14-15								1-2
10	Train the Trainer (NEW)	3	568			28-30								21-23	
11	Talent and Retention Management (NEW)	3	569		21-23								21-23		
12	Strategic Business Planning (NEW)	3	571											7-9	
<b>Management</b>															
13	Effective Supervisory Skills	3	502	24-26	16-18			4-6		4-6			3-5	21-23	
14	Managing People Problems	2	520		10-11	24-25						29-30	18-19		
15	Business Report Writing	4	548	18-21					7-10	4-7			10-13	1-4	
16	Sales Call Report Writing	2	549					26-27							
17	Conflict Management	3	551					23-25							
18	Effective Presentation Skills	4	552	10-13	7-10	28-31	26-29		6-9					22-25	27-30
19	Coaching for Success	3	553			2-4								7-9	
20	Stress Management	2	564	27-28			21-22							3-4	
21	Influencing Behaviour (NEW)	2	585					19-20							22-23
<b>Administrative</b>															
22	Effective Office Management	2	518			21-22							24-25		
23	Winning with Customer Service	2	524	10-11	3-4		14-15	5-6	27-28	4-5					
24	Communication Skills	2	541	17-18 & 27-28	21-22	14-15	20-21 & 28-29	16-17	2-3				6-7	28-29	22-23
25	Positive Telephone Skills	2	543		3-4		4-5						27-28		
26	Effective Business Writing	4	545			8-11	4-7		14-17				17-20		27-30
27	Effective Time Management	2	526	20-21		21-22	4-5		23-24				24-25		
28	Effective Office Management (Arabic)	2	527				7-8								
29	Service Excellence (Arabic)	3	560			7-9			15-17					23-25	
30	Building High Performance Teams (Arabic)	3	539			2-4									
<b>Marketing</b>															
31	Managing Marketing Activities	2	580									26-27			
32	The Key Elements of Successful Selling	2	581		14-15										
33	Public Relations	2	582										6-7		
34	Marketing Communications	2	583					26-27							
35	Relationship Marketing (NEW)	2	586				18-19								
<b>Human Resources</b>															
35	Human Resources Planning Techniques	3	590					9-11					19-21		
36	HR Management for Non-HR Managers	3	591				25-27							28-30	
37	Employee Training & Development	3	592			14-16									21-23
<b>Assessment &amp; Development</b>															
38	Occupational Testing (OT) -Level A (NEW)	5	AD1			7-11						26-30			
39	Occupational Personality Questionnaire (OPQ) -Level B (NEW)	5	AD2				4-8						24-28		
40	Competency Based Interviewing (CBI) (NEW)	1	AD3						17						

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\* The Assessment & Development Center courses to be charged  
 \* Levels A & B courses are accredited by the British Psychological Society (BPS)