

ACCOUNTING



Center for Accounting & IT: Accounting & Finance Courses

Professional Qualifications:

In addition to the short courses conducted at BIBF, details of which are contained in this catalogue, a series of programs are conducted to prepare candidates for Professional Qualifications in Accounting and Finance.

The American Institute of Certified Public Accountants (CPA)

- Certified Public Accountant (CPA) - BeckerConviser CPA Review Course

The Institute of Internal Auditors (IIA)

- Certified Internal Auditor (CIA) – Powers CIA Review Course

Institute of Certified Management Accountants (CMA)

- Certified Management Accountant (CMA) –The ONLY Authorized IMA- CMA Learning System
- CMA Review Course

Ethics Courses

We introduced Ethics courses during 2008 and we will be continuing these timely courses. We encourage all institutions to consider sending and actually send the most appropriate employees on these courses. Ethics is a big issue since there is a, probably correct, perception that lack of ethics has had a lot to do with the current financial crisis.

Participant Prerequisites:

The under-noted courses have been designed so that a participant following a well-defined sequence will build on their knowledge over a series of courses. It is important that participants attend the proper sequence or otherwise fulfill the prerequisite for any course. Our core accounting courses have been revamped and their timing streamlined. We would encourage participants to complete the core accounting courses within six months of starting Accounting 1.

Participant prerequisites are provided for each course under the headings of minimum and recommended requirements, where appropriate. From our experience, participants who have the recommended requirements obtain maximum benefit from the courses. Those who enter the courses with only the bare minimum requirements are likely to find the sessions difficult and are unlikely to derive maximum benefit from attendance.

Participants who have practical experience or have studied Accounting outside the BIBF may wish to begin their studies at the BIBF with a more advanced level course. This is quite acceptable but it would be advisable to discuss the level at which such participants should enter the program with Professional Qualifications Learning Center staff who will be able to offer assistance and guidance.

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200 BASIC BUSINESS MATHEMATICS (formerly BUSINESS MATHEMATICS)

Description

This course provides the participant with the basic mathematical skills they require in the Financial Services sector and prepares them for future related training programs. The course enables participants to develop an understanding of the basic mathematical skills needed in business. These skills will be required by participants on all Accounting, Principles of Banking and Excel courses.

Objectives

Upon the completion of this course the participant will be able to:

- Solve basic mathematical problems with confidence including arithmetic, fractions, decimals, algebraic, percentage and ratios, and interest

Content Highlights

- Arithmetic revision
- Fractions
- Decimals
- Algebra
- Percentages and Ratios
- Interest and Depreciation

Target Audience

New and existing staff who will have to work with numerical data in their jobs.

Prerequisites

There are no prerequisites for this course.

Minimum Prerequisite Courses:

None

Recommended Prerequisite Course:

None

Course Structure

The course is conducted using a combination of lectures, discussions and practical workshop sessions.

Course Facts

Duration : 4 Days
Instructors : BIBF Staff

Fees: Member Institutions

GCC Nationals Covered by levy

Other Nationalities : BD 100

Fees: Non Member Institutions

All nationalities : BD 400

250 INTERMEDIATE BUSINESS MATHEMATICS (Formerly known as BUSINESS CALCULATIONS)

Description

The course introduces the basic mathematical calculations used in business and in finance.

Objectives

Upon the completion of the course, the participant will be able to:

- explain the time value of money
- explain discounting and compounding
- explain interest rates
- carry out basic bond (notes payable) valuation techniques

Content Highlights

- Time Value of Money
- Discounting & Compounding
- Flat, Effective, Real and Nominal Interest Rates
- Bond Calculations

Target Audience

Individuals who are involved in credit and investment analysis and need calculation skills to more effectively perform their analysis.

Prerequisites

Participants should have prerequisite knowledge equivalent to that covered in the BIBF courses listed below. This knowledge may have been obtained through attendance on the BIBF course, other academic study or through work experience.

Minimum Prerequisite Courses:

Basic Business Mathematics 200

Please refer to prerequisite course description for details of course contents.

Course Structure

The course is conducted using a combination of lectures, discussions and practical workshop sessions.

Course Facts

Duration : 4 Days

Instructors : BIBF Staff

Fees: Member Institutions

GCC Nationals Covered by levy

Other Nationalities : BD 100

Fees: Non Member Institutions

All nationalities : BD 400

210 ACCOUNTING 1: TRANSACTION ACCOUNTING

Description

This is a basic course in accounting for the beginner to grasp the important concepts. This course will help the participant to prepare for Accounting 2.

Objectives

Upon the completion of this course the participants with no prior accounting knowledge, will be able to:

- distinguish between types of business transactions and documentation, recognizing relevant basic business law and data protection legislation
- prepare basic ledger accounts under the double entry system
- record income and receipts from credit customers
- explain and account for irrecoverable debts
- record purchases, expenditure, and payments to suppliers
- account for banking transactions
- maintain general cash and petty cash records
- produce bank reconciliation statements
- record payroll transactions
- prepare and reconcile control accounts
- prepare an initial trial balance identifying and correcting errors using journal entries

Content Highlights

- Accounting principles
- Financial reporting framework
- Double entry accounting: Basic concepts
- Double entry accounting: cash and credit transactions
- Book-keeping practice and the general ledger system
- Nature and function of primary records
- Internal check and control accounts
- Payroll transactions
- Control Accounts
- Adjusting journal entries
- Basic Financial Statements

Target Audience

Those individuals whose current or future responsibilities may require knowledge of basic accounting/book-keeping and who have little related knowledge or experience.

Prerequisites

Participants should have prerequisite knowledge equivalent to that covered in the BIBF courses listed below. This knowledge may have been obtained through attendance on the BIBF course, other academic study or through work experience.

Minimum Prerequisite Courses:

Basic Business Mathematics 200

Recommended Prerequisite Course:

None

Course Structure

The course is conducted using a combination of lectures, discussions and practical workshop sessions.

This course is examinable

Course Facts

Duration : 10 days

Instructors : BIBF staff

Fees: Member Institutions

GCC Nationals covered by levy

Other Nationalities : BD 250

Fees: Non Member Institutions

All Nationalities : BD 1000

211 ACCOUNTING 2: MAINTAINING FINANCIAL RECORDS AND ACCOUNTS

Description

This is an intermediate course in Accounting where the participant will apply the concepts learnt in Accounting 1 and will be able to prepare an extended trial balance. This course should ideally be followed by Accounting 3.

Objectives

Upon the completion of this course, the participant will be able to:

- Describe, explain and apply relevant accounting concepts, policies and standards
- maintain records relating to capital acquisition and disposal
- prepare reconciliations for the preparation of final accounts
- identify, calculate and record appropriate adjustments
- prepare and complete the extended trial balance
- prepare final accounts for a sole trader
- prepare final accounts for a partnership.

Content Highlights

- Recording of cash and credit transactions
- Preparing financial statements
- Accounting concepts
- Day books and the cash books
- Adjusting journal entries
- Recording fixed assets depreciation and disposals
- Bad and doubtful debts
- Accruals and prepayments
- Stock and work in progress
- The extended trial balance
- Income and expenditure accounts
- Incomplete records
- Partnership Accounts

Target Audience

Individuals who have successfully completed Accounting 1: Transaction Accounting (210) and need to enhance their accounting knowledge. This course is a prerequisite for other courses in the accounting stream.

Prerequisites:

Participants should have prerequisite knowledge equivalent to that covered in the BIBF courses listed below. This knowledge may have been obtained through attendance on the BIBF course, other academic study or through work experience.

Minimum Prerequisite Courses:

Accounting 1: Transaction Accounting 210

Recommended Prerequisite Course:

None

Course Structure

The course is conducted using a combination of lectures, discussions and practical workshop sessions.

This course is examinable

Course Facts

Duration : 10 days

Instructors : BIBF staff

Fees: Member Institutions

GCC Nationals covered by levy

Other Nationalities : BD 250

Fees: Non Member Institutions

All Nationalities : BD 1000

212 ACCOUNTING 3: DRAFTING FINANCIAL STATEMENTS

Description

This course is designed for participants who need to know how to prepare financial statements to a high standard. The course will naturally build on what was learnt in Accounting 1 & 2. The requirements of GAAP (Generally Accepted Accounting Principles) will be applied in the preparation of Financial Statements on this course.

Objectives

Upon the completion of this course, the participant will be able to:

- draft partnership and limited company financial statements to comply with relevant legislation and accounting standards
- correctly identify and implement adjustments, referring any issues and unresolved discrepancies to an appropriate person
- understand the importance of an organization's procedures and policies, including confidentiality procedures
- prepare and interpret a limited company cash flow statement
- identify the general purpose of limited company financial statements
- identify the elements of limited company financial statements and the relationship between them
- interpret the relationship between the elements of financial statements using ratio analysis drawing valid conclusions and presenting interpretations and conclusions to the appropriate people.

Content Highlights

- Conventions, policies and the conceptual framework
- Accounts of a sole trader and incomplete records
- Partnership accounts and accounts of societies
- Goodwill contingencies and post balance sheet events
- Drafting accounts of limited companies
- Cash flow statements
- Interpretation of accounting information
- Equity accounting for associate companies
- Consolidated financial statements

Target Audience

Those who are preparing to take up positions in the accounting, operations, audit or credit departments and are likely to major responsibility for financial statements. This course is strongly recommended for those candidates intend take BIBF's Financial Statement Analysis course.

Prerequisites

Participants should have prerequisite knowledge equivalent to that covered in the BIBF courses listed below. This knowledge may have been obtained through attendance on the BIBF course, other academic study or through work experience

Minimum Prerequisite Courses:

Accounting 2: Maintaining Financial Records & Accounts 211

Recommended Prerequisite Course:

None

Course Structure

The course is conducted using a combination of lectures, discussions, videos and practical workshop sessions.

This course is examinable

Course Facts

Duration : 10 days
Instructors : BIBF staff

Fees: Member Institutions

GCC Nationals covered by levy
Other Nationalities : BD 250

Fees: Non Member Institutions

All Nationalities : BD 1000

220 UNDERSTANDING FINANCIAL STATEMENTS

Description

This course provides participants with the knowledge to read and understand a published Financial Statements and the notes. The course will also provide an opportunity to appreciate the use of some of the important International Financial Reporting Standards (IFRS).

Objectives

Upon the completion of this course, the participant will be able to:

- explain the terminology used in published financial statements
- read any financial statements and other information published in the annual report
- link the various parts that make up the published financial statements

Content Highlights

- The terminology used in published financial statements
- The Income Statement
- The Balance Sheet
- The Cash Flow Statement
- The statement of changes in equity
- Notes to the Accounts
- Key IFRS/ IAS requirements

Target Audience

The course is a refresher for those wishing to study Financial Statement Analysis and other credit courses who studied accounting 3 more than twelve months ago and have not applied it in their work situation.

Prerequisites

Participants should have prerequisite knowledge equivalent to that covered in the BIBF courses listed below. This knowledge may have been obtained through attendance on the BIBF course, other academic study or through work experience.

Minimum Prerequisite Courses:

None

Recommended Prerequisite Course:

Accounting 2: Maintaining Financial Records and Accounts 211

Course Structure

The course is conducted using a combination of lectures, discussions, video and practical workshop sessions.

Course Facts

Duration : 3 days

Instructors : BIBF staff

Fees: Member Institutions

GCC Nationals covered by levy

Other Nationalities : BD 75

Fees: Non Member Institutions

Nationalities : BD 300

221 FINANCIAL STATEMENT ANALYSIS

Description

This course will enable the participants to analyze published financial statements of different commercial entities using different techniques. The participant will have the opportunity to apply these techniques in group workshops to real company financial statements.

Objectives

Upon the completion of this course, the participant will be able to:

- carry out ratio analysis including the interpretation of the ratios and sensitivity analysis
- carry out industrial and environmental analyses including SWOT and PEST
- report the results of the analyses carried out, advising those charged with decision making
- discuss the limitations of these analyses

Content Highlights

- Ratio analysis
- Interpreting the ratios
- Interpreting the cash flow statement
- Sensitivity analysis
- Common size analysis
- Trend analysis
- The industry environment
- SWOT analysis and PEST analysis
- Report Preparation

Target Audience

- Management trainees
- Trainee Credit or Investment Analysts
- Others interested in extracting meaning from financial statements (for example financial auditors)

Prerequisites

Participants should have prerequisite knowledge equivalent to that covered in the BIBF courses listed below. This knowledge may have been obtained through attendance on the BIBF course, other academic study or through work experience.

Minimum Prerequisite Courses:

Accounting 3: Drafting Financial Statements 212
 Understanding Financial Statements 220

Recommended Prerequisite Course:

Recommended for anyone who has not studied or worked with financial statements in recent months Please refer to prerequisite course description for details of course contents.

Course Structure

The course is conducted using a combination of lectures, discussion and practical workshop sessions. Video case studies and a computer workshop are also featured in the course.

This course is examinable

Course Facts

Duration : 6 days
 Instructors : BIBF staff

GCC Nationals covered by levy
 Other Nationalities : BD 150

Fees: Member Institutions

Fees: Non Member Institutions
 All Nationalities : BD 600

222 EVALUATING COMPANY PERFORMANCE

Description

This course is designed to provide the participants with the necessary tools to permit them to effectively evaluate corporate performance. Participant will be provided with “live” cases to analyze and interpret using the statistical tools discussed.

Objectives

Upon the completion of this course the participant will be able to:

- explain statistical tools required for the evaluation of corporate performance.
- assess earnings quality
- project future performance
- apply internal performance measures to given situations

Content Highlights

The course introduces the participant to the following concepts:

- Evaluating Corporate Performance
- The Economic Value Added
- The Market Value Added
- Tools of Analysis
- Format of Performance Report
- Internal Performance Measures
- Case Studies

Target Audience

Anyone involved in evaluating company performance from a variety of standpoints.

Prerequisites

Minimum Prerequisite Courses:

Understanding Financial Statements

Recommended Prerequisite Course:

Financial Statement Analysis

Course Structure

The course is conducted using a combination of lectures, discussions and practical workshop sessions. Case studies are also featured in the course.

Course Facts

Duration : 3 Days

Instructors :BIBF Staff

Fees: Member Institutions

GCC Nationals covered by levy

Other Nationalities : BD 75

Fees: Non Member Institutions

All nationalities : BD 300

223 CASES IN FINANCE

Description

This course is designed to introduce the participant to the key concepts of finance. Extensive use is made of real - life business cases to illustrate the objectives taught.

Objectives

Upon the completion of this course participant will be able to:

- Apply capital budgeting techniques to a variety of situations
- Critically analyze problems in finance
- Carry out DuPont analysis
- Calculate the cost of capital
- Solve cash flow management problems

Content Highlights

- Estimating Cash Flows
- Ratio and DuPont Analysis
- Financial Analysis and Forecasting
- Capital Budgeting Techniques
- Credit Management
- Debt and Equity Financing
- Cost of Capital

Target Audience

- Finance Managers
- Financial/Credit Analysts
- Banking Staff

Prerequisites

Participants should have prerequisite knowledge equivalent to that covered in the BIBF courses listed below. This knowledge may have been obtained through attendance on the BIBF course, other academic study or through work experience.

Minimum Prerequisite Courses:

Financial Statement Analysis 221

Recommended Prerequisite Course:

Corporate Finance 122

Course Structure

The course is conducted using a combination of lectures, discussions and practical workshop sessions.

Course Facts

Duration : 5 Days

Instructors : BIBF Staff

Fees: Member Institutions

GCC Nationals Covered by levy

Other Nationalities : BD 125

Fees: Non Member Institutions

All nationalities : BD 500

224 VALUATION OF COMPANIES

Description

This course is designed to introduce the participants to the concept of company valuation and the different methods by which such valuation is carried out.

Objectives

Upon the completion of this course the participant will be able to:

- Apply a number of techniques to valuing companies
- Explain why some valuation methods are more suitable for some situations and other methods for other situations

Content Highlights

What is a Company Valuation?

- Valuation Methods
- Book Value
- Break-Up/Liquidation
- Replacement Cost
- Price Earnings Ratio
- Earnings Capacity
- Dividend Yield Valuation
- Problems and Cases

Target Audience

- Credit analysts/account officers
- Potential or existing lending bankers
- Management trainees

Prerequisites

Participants should have prerequisite knowledge equivalent to that covered in the BIBF courses listed below. This knowledge may have been obtained through attendance on the BIBF course, other academic study or through work experience.

Minimum Prerequisite Courses:

Accounting 2: Maintaining Financial Records
and Accounts 211

Recommended Prerequisite Course:

None:

Please refer to Prerequisite course description for details of course contents.

Course Structure

The course is conducted using a combination of lectures, discussions and practical workshop sessions.

Course Facts

Duration : 3 Days

Instructors : BIBF Staff

Fees: Member Institutions

GCC Nationals Covered by levy

Other Nationalities : BD 75

Fees: Non Member Institutions

All nationalities : BD 300

226 FINANCIAL ANALYSIS

Description

This course provides the participant with a comprehensive understanding of the concepts, methods and tools necessary for financial analysis. It is not a basic course and expects participants to have a good understanding of basic finance and accounting before attending the course.

Objectives

Upon the completion of this course the participant will be able to:

- explain financial management and the 'profit-maximizing' goals
- solve risk and return problems
- solve cost of capital problems and explain the WACC
- apply appropriate capital budgeting (investment appraisal) techniques to business situations
- deal with capital structure and leverage (gearing) problems

Content Highlights

- An overview of financial management and the goals of the firm
- Financial Statements
- Risk and Return
- Sources and Cost of Capital
- Investing Decisions: Capital Budgeting
- Capital structure and Leverage

Target Audience

Credit analysts/account officers

- Financial control personnel
- Investment placement/marketing staff
- Internal audit staff
- Credit/market Risk personnel

Prerequisites

Participants should have prerequisite knowledge equivalent to that covered in the BIBF courses listed below. This knowledge may have been obtained through attendance on the BIBF course, other academic study or through work experience.

Minimum Prerequisite Courses:

- Accounting 2: Maintaining Financial Records and Accounts 211

Recommended Prerequisite Course:

- Business mathematics 200
- Accounting 3: Drafting Financial statements 212

Course Structure

The course is conducted using a combination of lectures, discussions and practical workshop sessions. Case studies are also featured in the course.

This course is examinable

Course Facts

Duration : 5 Days

Instructors : BIBF Staff

Fees: Member Institutions

GCC Nationals Covered by levy

Other Nationalities : BD 125

Fees: Non Member Institutions

All nationalities : BD 500

252 FINANCIAL MODELING WITH EXCEL – INTRODUCTION

Description

The course is designed to introduce the participant to the concepts of financial modeling using Excel. The course concentrates on modeling for Accounting.

Objectives

Upon the completion of this course the participant will be able to:

- apply spreadsheet applications of financial management.
- intelligently model investment projects, cost of capital, financial statements.
- explain cash flow modeling

Content Highlights

- Introduction to excel functions
- Data tables, Graphs
- NPV Analysis in Capital Budgeting
- Modeling cost of capital
- Modeling Financial Statements

Target Audience

- Credit/Financial Analysts
- Corporate and Banking staff

Prerequisites

Participants should have Prerequisite knowledge equivalent to that covered in the BIBF course listed below. This knowledge may have been obtained through attendance on the BIBF course, other academic study or through work experience.

Minimum Prerequisite Courses:

Financial Statement analysis	221
Excel Level 1	315

Recommended Prerequisite Course:

Quantitative Business Analysis	251
Basic financial analysis	225
Corporate Finance	122

Course Structure

The course is taught in a computer-lab environment. All applications will be carried out using Excel, and the participant will be provided with all necessary data files at the commencement of the course. The course will utilize a case-approach methodology to demonstrate practical financial modeling applications.

Course Facts

Duration : 5 Days

Instructors : BIBF Staff

Fees: Member Institutions

GCC Nationals Covered by levy

Other Nationalities : BD 125

Fees: Non Member Institutions

All nationalities : BD 500

240 FINANCE FOR THE NON-FINANCIAL MANAGER

Description

This program is designed to introduce participants to the basic accounting concepts and to enable them to interpret the content contained in the financial statements.

Objectives

Upon the completion of this course the participant will be able to:

- read published financial statements
- explain accounting concepts and the accounting equation
- explain how the various components of the financial statements link together to tell a story of the business being reported upon
- interpret financial statements
- briefly explain various costing techniques
- apply basic budgeting techniques
- correctly use costs for decision making

Content Highlights

Purpose of Financial Statements:

- The Profit And Loss Account
- The Balance Sheet
- Cash Flow Statement
- Interpreting Financial Statements
- Elements of Cost and Overhead Absorption
- Activity Based Costing
- Using Costs for Decision Making
- Budgetary Planning and Control

Target Audience

Managers who are not finance professionals but do require to interact and liaise with the finance department and who would benefit from an understanding of the financial function and terminology.

Prerequisites

Minimum Prerequisite Courses:

Awareness of business concepts and how businesses operate

Recommended Prerequisite Course:

None

Course Structure

The course is conducted using a combination of lectures, discussions and practical workshop sessions. Published financial statements will be used in the class discussions; participants are encouraged to bring along their own financial statements to be able to apply the class techniques to during the group discussions.

Course Facts

Duration: 4 Days

Instructors: BIBF Staff

Fees: Member Institutions

GCC Nationals covered by levy

Other Nationalities : BD 100

Fees: Non Member Institutions

All nationalities : BD 400

241 BUDGETING - PREPARATION & CONTROL

Description

The participant will learn the techniques of budgeting and its application to the workplace. The course will provide the formulation of budgets using different methodologies.

Objectives

Upon the completion of this course the participant will be able to:

- explain the budgetary process
- plan and prepare a budget
- apply budgeting to real situations
- distinguish between various budgeting techniques
- carry out variance analysis
- explain the 'human factor' in budgetary control

Content Highlights

- Objectives of Budgeting
- Operational Budgets
- Revenue Budget
- Cash Budget
- Capital Budget
- Zero-based Budgeting
- Service cost apportionment
- Activity Based Costing
- Flexible Budgets and re-forecasting
- Variance Analysis
- Overview of the Budget Process in a large corporation

Target Audience

Staff who are involved in the budget preparation and control process in their organizations.

Prerequisites

Participants should have prerequisite knowledge equivalent to that covered in the BIBF courses listed below. This knowledge may have been obtained through attendance on the BIBF course, other academic study or through work experience.

Minimum Prerequisite Courses:

Finance for the Non-Financial Manager 240

Recommended Prerequisite Course:

None

Course Structure

The course is conducted using a combination of lectures, discussions and practical workshop sessions. Video case studies and a computer workshop are also featured in the course.

Course Facts

Duration : 3 days

Instructors : BIBF staff and Guest lecturers

Fees: Member Institutions

GCC Nationals Covered by levy

Other Nationalities : BD 75

Fees: Non Member Institutions

Nationalities : BD 300

271 ACCOUNTING IN BANKS

Description

The course is at an intermediate level and the participant will learn the process of accounting pertaining to some of the major areas in banking viz. loans, foreign exchange, investments. The participant will have the opportunity of relating some aspects of the course to published financial statements of real commercial banks

Objectives

Upon the completion of this course the participant will be able to:

- account for various banking transactions, for example those related to securities, loans, deposits, foreign exchange
- explain bank accounting principles
- review real bank financial statements

Content Highlights

- Accounting for investment and trading securities
- Accounting for provisions for loan losses
- Accounting principles for banks
- Financial statement presentation
- Accounting for foreign exchange transactions
- Bookkeeping for common banking transactions

Target Audience

Staff whose positions require them to know and understand the accounting implications of banking transactions or who may be involved in the bookkeeping aspects of these transactions. In addition the course will be useful to those involved in reviewing financial statements of banks.

Prerequisites

Participants should have prerequisite knowledge equivalent to that covered in the BIBF courses listed below. This knowledge may have been obtained through attendance on the BIBF course, other academic study or through work experience.

Minimum Prerequisite Courses:

Accounting 2: Maintaining Financial Records & Accounts 211

Recommended Prerequisite Course:

Accounting 3: Drafting Financial Statements 212

Course Structure

The course is conducted using a combination of lectures, discussions and practical workshop sessions.

This course is examinable

Course Facts

Duration : 5 days

Instructors : BIBF staff

Fees: Member Institutions

GCC Nationals covered by levy

Other Nationalities : BD125

Fees: Non Member Institutions

All Nationalities : BD 500

272 EVALUATING COMMERCIAL BANK PERFORMANCE

Description

The Course is designed for practicing bankers and banking supervisors to evaluate the performance of commercial banks. The course will apply standard methodology like ratio analysis, common sizing, trend analysis, SWOT, PEST analysis. There will also be an opportunity to 'revisit' Basel II.

Objectives

Upon the completion of this course the participant will be able to:

- read a set of bank financial statements
- interpret a set of bank financial statements
- analyze a set of bank financial statements using various analysis tools and techniques
- explain the unique nature of bank financial statements
- briefly discuss bank regulation as seen from the eyes of Basel II

Content Highlights

- How to interpret a set of financial statements.
- The Banking Industry
- Regulatory and Licensing requirements
- Trend analysis
- Comprehensive ratio analysis
- Interpreting the ratio
- Relevant Accounting Standards
- SWOT analysis
- PEST analysis
- Practical Case Studies

Target Audience

- Credit or Investments Analyst
- Commercial Banking Staff

Prerequisites

Participants should have prerequisite knowledge equivalent to that covered in the BIBF courses listed below. This knowledge may have been obtained through attendance on the BIBF course, other academic study or through work experience.

Minimum Prerequisite Courses:

Financial Statement Analysis 221

Recommended Prerequisite Courses:

None

Course Structure

The course is conducted using a combination of lectures, discussions and practical workshop sessions.

This course is examinable

Course Facts

Duration : 5 days

Instructors : BIBF Staff

Fees: Member Institutions

GCC Nationals covered by levy

Other Nationalities : BD 125

Fees: Non Member Institutions

All nationalities : BD 500

276 AUDIT UPDATE

Description

The course is designed to give the participant an update on global issues relating to audit pronouncements and audit practice

Objectives

Upon the completion of this course the participant will be able to:

- explain the changes that have taken place in international audit regulation since the last update course (or in the last 12 months, for the first course)
- identify the implications of those changes on their (organization's) practice of auditing
- apply those changes to their own audit involvement

Content Highlights

- Ethics for professional accountants
- International Standards on Auditing
- The IFAC structure and operations
- Corporate Governance
- Other current issues

Target Audience

Individuals currently working as external auditors or in the internal audit function or those, for example accountants whose work is impacted upon by audit, who wish to gain an understanding of the current issues in auditing.

Prerequisites

Participants should be aware of the international audit regulation regime. This may have been acquired through the participants working in external audit, being liaison officers for audits at their own organizations or working with their own auditors during the audit visit.

Minimum Prerequisite Courses:

None

Recommended Prerequisite Course:

None

Course Structure

The course is conducted using a combination of lectures, discussions and practical workshop sessions.

Course Facts

Duration : 2 Days

Instructors : BIBF Staff

Fees: Member Institutions

GCC Nationals Covered by levy

Other Nationalities : BD 50

Fees: Non Member Institutions

All nationalities : BD 200

278 INTERNAL AUDIT

Description

The course is designed to introduce the participant to the concepts of internal audit, as it relates particularly to the financial matters of an organization. It will touch on other functional areas to which internal audit is relevant.

Objectives

Upon the completion of this course the participant will be able to:

- Explain the audit process from the planning stage through to the reporting stage
- Explain the techniques employed in internal audit
- Carry out basic internal audit processes, including planning and reporting

Content Highlights

- The nature and purpose and scope of internal auditing
- Auditing theory
- Internal Audit as a consulting engagement
- Planning the audit
- Audit evidence and internal controls
- Use of computers in internal audit
- Tests of control and substantive procedures
- Sampling and other techniques
- Forming an audit judgment
- Formulating the audit opinion
- Reporting

Target Audience

Individuals currently working in the internal audit function or those who wish to gain an understanding of the role of internal audit in the organization.

Prerequisites

Participants should have prerequisite knowledge equivalent to that covered in the BIBF courses listed below. This knowledge may have been obtained through attendance on the BIBF course, other academic study or through work experience.

Minimum Prerequisite Courses:

Accounting 3: Drafting Financial Statements 212

Recommended Prerequisite Course:

None

Course Structure

The course is conducted using a combination of lectures, discussions and practical exercises.

This course is examinable

Course Facts

Duration : 5 Days

Instructors : BIBF Staff

Fees: Member Institutions

GCC Nationals Covered by levy

Other Nationalities : BD 125

Fees: Non Member Institutions

All nationalities : BD 500

2741 INTRODUCTORY BUSINESS & PROFESSIONAL ETHICS

Description

Ethics has become the burning issue of current moral philosophical thought, raising the specter of responsibility at a time when responsibility seems entirely replaced by uncertainty and relativism.

Objectives

Upon the completion of this course the participant will be able to:

- discuss the various schools of western philosophical thought
- distinguish between one school of western philosophical thought and another
- explain the different approaches to ethical decision making
- link philosophy, ethical-decision-making approaches and the professions

Content Highlights

- Introduction to Philosophy including the language of ethics; moral development; moral duty; responsibility; rights and justice; relationship between morality and ethics
- Ethical Decision-Making models
- Introduction to ethics for the professions

Target Audience

Any one who has to make any decision whether in private or in public. This includes all professionals and all those who manage other people.

Prerequisites

A practical experience of decision making, for example, whether to place an order for a particular product or another.

Minimum Prerequisite Courses:

None

Recommended Prerequisite Course:

An interest in ethical decision making.

Course Structure

The course is conducted using a combination of lectures, discussions and practical sessions.

Course Facts

Duration : 4 Days

Instructors : BIBF Staff

Fees: Member Institutions

GCC Nationals Covered by levy

Other Nationalities : BD 100

Fees: Non Member Institutions

All nationalities : BD 400

274A ADVANCED BUSINESS & PROFESSIONAL ETHICS

Description

Ethics has become the burning issue of current moral philosophical thought, raising the specter of responsibility at a time when responsibility seems entirely replaced by uncertainty and relativism. Engendering trust and respect will prove instrumental in building relationships and shaping the future. Only by maintaining the support of key stakeholders can an organization, profession, or individual achieve strategic objectives optimally and on a sustained basis. This advanced course will build on the philosophy and decision-making models covered in the introductory course and apply these to the analysis of real situations (e.g. the Enron Case) to identify the key ethics issues.

Objectives

Upon the completion of this course the participant will be able to:

- Analyze and evaluate the ethical issues in business and professional practice
- Discuss the nature of professions and professionalism focusing on your own profession
- Apply ethical solution models to business and professional problems

Content Highlights

- Professions
- Codes of Conduct - Professions
- Corporate Ethical Governance
- Managing Ethics – workplace ethics
- Managing Ethics – social accountability
- Managing Ethics – crisis management

Target Audience

Any one who has to make any decision whether in private or in public. This includes all professionals and all those who manage other people.

Prerequisites

A practical experience of decision making, for example, whether to place an order for a particular product or another.

Minimum Prerequisite Courses:

An understanding of basic philosophy and an appreciation of dealing with ethical problems

Recommended Prerequisite Course:

Introductory Business & Professional Ethics 274I

Course Structure

The course is conducted using a combination of lectures, discussions and practical sessions.

This course is examinable

Course Facts

Duration : 5 Days

Instructors : BIBF Staff

Fees: Member Institutions

GCC Nationals Covered by levy

Other Nationalities : BD 125

Fees: Non Member Institutions

All nationalities : BD 500

COURSE CALENDAR 2009 ACCOUNTING & IT CENTER: ACCOUNTING COURSES

No	COURSE TITLE	Duration	CODE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
	Basic Business/Study Skills														
1	Basic Business Mathematics	4	200	12-15								11-14			
2	Intermediate Business Mathematics	4	250												6-9
	Core Accounting														
3	Accounting 1: Transaction Accounting	10	210		1-12		3-14							1-12	
4	Accounting 2: Maintaining Financial Records & Accounts	10	211			1-12			14-25						
5	Accounting 3: Drafting Financial Statements	10	212				5-16			5-16					
	Analysis and Interpretation														
6	Understanding Financial Statements	3	220			17-19			16-18				6-8		13-15
7	Financial Statement Analysis	6	221			15-22						6-13			
8	Evaluating Company Performance	3	222							5-7					
9	Cases in Finance	5	223		22-26									22-26	
10	Valuation of Companies	3	224			24-26									
11	Financial Analysis	5	226							12-16					
12	Financial Modeling with Excel - Introduction	5	252	18-22						12-16					
	The Non Accounting Specialist														
13	Finance for the Non Financial Manager	4	240			2-5			21-24			27-30			
14	Budgeting, Preparation and Control	3	241				21-23							17-19	
	Bank Accounting														
15	Accounting in Banks	5	271												8-12
16	Evaluating Commercial Bank Performance	5	272					10-14							

