

# ACCOUNTING



## CENTER FOR ACCOUNTING & IT

### Introduction: Accounting and Finance

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. These include:

The Chartered Association of Certified Accountants (ACCA)

- Diploma in International Financial Reporting (DipIFRS) – comprehensive ACCA-authorized course materials

The Institute of Chartered Accountants in England and Wales (ICAEW)

- Certificate in Finance, Accounting and Business (CFAB) – comprehensive ICAEW course materials

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

Full details of all these programs are available on the BIBF website at [www.bibf.com.bh](http://www.bibf.com.bh)

In addition to these, the Center for Accounting & IT offers the BIBF Certificate/Diploma in Applied Accounting. This qualification is based on successful completion, by passing the examinations of a number of modules, most of which are in the catalogue of short courses conducted at the BIBF during the day. Accreditation for this qualification is being sought from internationally recognized professional accountancy bodies. Full details are available on the BIBF website at [www.bibf.com.bh](http://www.bibf.com.bh)

### 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 get 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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## PUBLIC OFFERINGS

### 200 BASIC 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 that will have to work with numerical data in their jobs

#### Prerequisites

None required

#### Course Structure

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

#### Note: This course is examinable

#### Course Facts

Duration	:	4 Days
Instructors	:	BIBF staff

#### Fees: Member Institutions

GCC Nationals	:	Covered by levy
Other Nationalities	:	BD100

#### Fees: Non Member Institutions

All Nationalities	:	BD400
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**250 INTERMEDIATE BUSINESS MATHEMATICS****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 Course**

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

**Note: This course is examinable****Course Facts**

Duration : 4 Days  
Instructors : BIBF staff

**Fees: Member Institutions**

GCC Nationals : Covered by levy  
Other Nationalities : BD100

**Fees: Non Member Institutions**

All Nationalities : BD400

## 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 Course**

Business Mathematics 200

## **Course Structure**

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

**Note: This course is examinable**

## **Course Facts**

Duration : 10 days with exam on the final day

Instructors : BIBF staff

## **Fees: Member Institutions**

GCC Nationals : Covered by levy

Other Nationalities : BD 250

## **Fees: Non Member Institutions**

All Nationalities : BD 1,000

## 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.



## 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 Course

Accounting 2: Maintaining Financial Records & Accounts      211

## Course Structure

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

**Note: This course is examinable**

## Course Facts

Duration : 10 days with exam on the final day

Instructors : BIBF staff

## Fees: Member Institutions

GCC Nationals : Covered by levy

Other Nationalities : BD 250

## Fees: Non Member Institutions

All Nationalities : BD 1,000

## 213 ACCOUNTING 4: INTRODUCTORY MANAGERIAL ACCOUNTING (NEW)

### Description

This course is designed to develop knowledge and understanding of how organizations record, analyze and report current and future costs and revenue data for use within the organization.

### Objectives

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

- Explain the role of management accounting within an organization and the requirement for management information
- Describe costs by classification and behavior
- Identify appropriate material, labor and overhead costs
- Apply the principles of marginal costing and absorption costing

### Content Highlights

- Nature and purpose of internal reporting
- Management information requirements
- Maintaining an appropriate cost accounting system
- Cost classification
- Cost behavior
- Elements of cost
- Marginal costing
- Absorption costing

### Target Audience

Those who are preparing to take up positions in the accounting, operations, audit or credit departments. This course is strongly recommended for those candidates intend take BIBF's Intermediate Managerial Accounting 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 Course

Accounting 1: Transaction Accounting      210

### Course Structure

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

**Note: This course is examinable**

**Course Facts**

Duration : 5 days with exam on the final day

Instructors : BIBF staff

**Fees: Member Institutions**

GCC Nationals : Covered by levy

Other Nationalities : BD 125

**Fees: Non Member Institutions**

All Nationalities : BD 500

## 214 ACCOUNTING 5: INTERMEDIATE MANAGERIAL ACCOUNTING (NEW)

### Course Description

This course is designed to enhance the understanding of cost data used in planning, control, decision making and product pricing. The course concludes with case studies /progress tests to evaluate the understanding of budgets and use of relevant costs for decision-making and product pricing.

### Course Objectives

- Explore the nature of budgeting, standard costs and variance analysis
- Examine product costing systems using variable and absorption costing and activity-based costing
- Identify and use the relevant information for managerial decision-making in the following areas: special orders, add/delete products, pricing, make or buy parts/products

### Content Highlights

- Introduction and types of budgets
- Flexible budgets and variance analysis
- Job order costing and process costing
- Cost volume relationship
- Variable and absorption costing (re-cap)
- Relevant costs for decision making

### Target Audience

It is recommended for those who have attended BIBF Introductory managerial accounting course. It is also suitable for those who are currently working in operations and accounting department.

### Pre-requisites

This is a follow-on course to Accounting 4: Introductory Managerial Accounting 213 using many of the concepts learned therein. At this level of the course; basic ideas, definitions, techniques and concepts studied by the participants in introductory Managerial Accounting will help as a basic skill to start Intermediate Managerial Accounting.

### Course Structure

Participants will be properly guided to work in a group to case studies to have an exposure to the real work place. Teaching strategies will therefore be used which actively involve participants in the learning process. Participants will spend much of their time developing skills in analyzing and controlling costs.

**Note: This course is examinable**

### Course Facts

Duration	:	5 Days with exam on the final day
Instructors	:	BIBF staff

## **Fees: Member Institutions**

GCC Nationals : Covered by levy

Other Nationalities : BD125

## **Fees: Non Member Institutions**

All Nationalities : BD500

## 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 Course

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 (PER)
- 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 Course

Accounting 2: Maintaining Financial Records and Accounts 211

Please refer to the 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 : BD75

**Fees: Non Member Institutions**

All Nationalities : BD300

## 257 MANAGING FINANCE (NEW)

### Description

This course will help candidates develop knowledge and understanding of the way organizations finance their operations, plan and control cash flows, optimize their use of working capital and allocate resources to capital expenditure projects.

### Objectives

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

- Describe the cash flow cycle
- Describe sources of short, medium and long-term finance
- Prepare cash budgets and cash flow forecasts
- Explain the principles of effective working capital management
- Calculate working capital requirements
- Describe credit management methods and procedures
- Describe cash management methods and procedures
- Evaluate capital expenditure proposals

### Content Highlights

- Cash budgets
- Sources of finance
- Working capital management
- Credit management
- Short-term decisions
- Capital investment appraisal

### Target Audience

Those who wish to understand the way organizations finance their operations. These could include lending decision makers, small business owners and anyone involved with making finance decisions.

### Prerequisites

Knowledge of the main receipts and payments that an organization has and the methods of recording these receipts and payments. This knowledge could have been developed in Accounting 1 and Accounting 2.

### Minimum Prerequisite Course

Accounting 1      210

### Recommended Prerequisite Courses

Accounting 2      211

Accounting 4 213

## **Course Structure**

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

**Note: This course is examinable**

## **Course Facts**

Duration : 5 Days with exam on the final day

Instructors : BIBF staff

## **Fees: Member Institutions**

GCC Nationals : Covered by levy

Other Nationalities : BD125

## **Fees: Non Member Institutions**

All Nationalities : BD500

## 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 Course

Accounting 2: Maintaining Financial Records and Accounts 211

### Recommended Prerequisite Courses

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.

## 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

## 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 and studied accounting 3 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.

### 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

All Nationalities : BD 300

**221 FINANCIAL STATEMENT ANALYSIS****Description**

This course will enable 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
- Cash flow forecasting
- Sensitivity analysis
- Common size analysis
- Trend analysis
- The industry environment
- SWOT analysis
- PEST analysis
- Role of computers in 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 courses, other academic study or through work experience.

**Minimum Prerequisite Courses**

Accounting 3: Drafting Financial Statements	212
Understanding Financial Statements	220

## **Recommended Prerequisite Course**

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.

## **Note: This course is examinable**

### **Course Facts**

Duration : 5 days with exam on the final day

Instructors : BIBF staff

### **Fees: Member Institutions**

GCC Nationals : Covered by levy

Other Nationalities : BD 125

### **Fees: Non Member Institutions**

All Nationalities : BD 500

**230 UNDERSTANDING BANK FINANCIAL STATEMENTS (NEW)****Description**

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

**Objectives**

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

- Explain the terminology used in published bank financial statements
- Read any bank financial statements and other information published in the bank annual report
- Link the various parts that make up the published bank financial statements
- **Content Highlights**
- The terminology used in published bank financial statements
- The bank's income statement and the statement of comprehensive income
- The bank's balance sheet
- The cash flow statement
- The statement of changes in equity
- Notes to the financial statements including those relating to the BASEL accord
- Key IFRS/ IAS requirements
- **Target Audience**

The course is a refresher for those wishing to study Analyzing Bank Financial Statement and other credit courses or those who studied accounting 3 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 Course**

Accounting in Banks      271

**Course Structure**

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

**Note: This course is examinable**

**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
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## 231 UNDERSTANDING INSURANCE COMPANY FINANCIAL STATEMENTS (NEW)

### Description

This course provides participants with the knowledge to read and understand a set of published Insurance Company Financial Statements. The course will also provide an opportunity to appreciate the use of some of the International Financial Reporting Standards (IFRS) relevant to the understanding of Insurance Companies financial statements.

### Objectives

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

- Explain the terminology used in published Insurance Company financial statements
- Read Insurance Company financial statements and other information published in the annual report
- Link the various parts that make up the published Insurance Company financial statements
- Carry out ratio analysis including the interpretation of the ratios and sensitivity analysis
- Discuss the limitations of ratio analyses

### Content Highlights

- The terminology used in published insurance company financial statements
- The insurance company income statement
- The insurance company balance sheet
- The insurance company cash flow statement
- The insurance company statement of changes in equity
- Notes to the financial statements
- Key IFRS/ IAS requirements

### Target Audience

The course is design for individuals (with no or little accounting background) who need to read and understand Insurance Company financial statements

### Prerequisites

None required

### Course Structure

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

**Note: This course is examinable**

### Course Facts

Duration : 3 Days  
Instructors : BIBF staff

**Fees: Member Institutions**

GCC Nationals : Covered by levy  
Other Nationalities : BD75

**Fees: Non Member Institutions**

All Nationalities : BD300



**266 ANALYZING BANK FINANCIAL STATEMENTS (NEW)****Description**

This course will enable the participants to analyze published bank financial statements using different techniques. The participant will have the opportunity to apply these techniques in group workshops to real bank financial statements and develop an understanding of industry-specific and entity-specific factors.

**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**

- Key ratios for a bank
- Ratio analysis for banks
- Interpreting the ratios
- Interpreting the cash flow statement
- Cash flow forecasting
- Sensitivity analysis
- Common size analysis
- Trend analysis
- The industry environment
- SWOT analysis
- PEST analysis
- Role of computers in analysis
- Report Preparation

**Target Audience**

- Central Bank of Bahrain (CBB) staff and others with regulatory oversight over banks
- Others interested in extracting meaning from bank financial statements (for example, bank 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 courses, other academic study or through work experience.

## Minimum Prerequisite Course

Accounting in Banks 271

## Recommended Prerequisite Course

Understanding Bank Financial Statements 230

## Course Structure

The course is conducted using a combination of lectures, discussions and practical workshop sessions, based on real published financial statements

## Note: This course is examinable

## Course Facts

Duration : 5 days with exam on the final day

Instructors : BIBF staff

## Fees: Member Institutions

GCC Nationals : Covered by levy

Other Nationalities : BD 125

## Fees: Non Member Institutions

All nationalities : BD 500

## 267 ANALYSING INSURANCE COMPANY FINANCIAL STATEMENTS (NEW)

### Description

This course will enable the participants to analyze published financial statements of Insurance Companies using different techniques. The participant will have the opportunity to apply these techniques in group workshops to real Insurance 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
- Cash flow forecasting
- Sensitivity analysis
- Common size analysis
- Trend analysis
- The industry environment
- SWOT analysis
- PEST analysis
- Report Preparation

### Target Audience

- Insurance Management trainees
- Trainee Credit or Investment Analysts
- Others interested in extracting meaning from Insurance 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 courses, other academic study or through work experience.

### Minimum Prerequisite Course

Understanding Insurance Company Financial Statements      231

### Recommended Prerequisite Course

Anyone who has not studied or worked with Insurance financial statements

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.

**Note: This course is examinable**

## **Course Facts**

Duration : 5 days with exam on the final day

Instructors : BIBF staff

## **Fees: Member Institutions**

GCC Nationals : Covered by levy

Other Nationalities : BD 150

## **Fees: Non Member Institutions**

All Nationalities : BD 600

## 268 ANALYZING ISLAMIC BANK FINANCIAL STATEMENTS (NEW)

### Description

This course will enable the participants to analyze published Islamic Bank Financial Statements using different techniques. The participant will have the opportunity to apply these techniques in group workshops to real Islamic Bank Financial Statements and develop an understanding of industry-specific and entity-specific factors.

### 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

- Key ratios for an Islamic bank
- Ratio analysis for Islamic banks
- Interpreting the ratios
- Interpreting the cash flow statement
- Cash flow forecasting
- Sensitivity analysis
- Common size analysis
- Trend analysis
- The industry environment
- SWOT analysis
- PEST analysis
- Role of computers in analysis
- Report Preparation

### Target Audience

- Central Bank of Bahrain (CBB) staff and others with regulatory oversight over Islamic Banks
- Others interested in extracting meaning from Islamic Bank Financial Statements (for example, Islamic Bank 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 courses, other academic study or through work experience.

## Minimum Prerequisite Course

Accounting in Banks 271

## Recommended Prerequisite Course

Understanding Islamic Bank Financial Statements 232

## Course Structure

The course is conducted using a combination of lectures, discussions and practical workshop sessions, based on real published Islamic bank financial statements

## Note: This course is examinable

## Course Facts

Duration : 5 days with exam on the final day

Instructors : BIBF staff

## Fees: Member Institutions

GCC Nationals : Covered by levy

Other Nationalities : BD 125

## Fees: Non Member Institutions

All Nationalities : BD 500



## **Fees: Member Institutions**

GCC Nationals : Covered by levy

Other Nationalities : BD 75

## **Fees: Non Member Institutions**

All Nationalities : BD 300

## 272 EVALUATING COMMERCIAL BANK PERFORMANCE

### Description

This 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 courses, other academic study or through work experience.

### Minimum Prerequisite Courses

Financial Statement Analysis      221

### 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

## 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 courses, other academic study or through work experience.

### Minimum Prerequisite Courses

Financial Statement analysis            221

Excel Level 1                                    315

### Recommended Prerequisite Courses

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

**253 ADVANCED FINANCIAL MODELING WITH EXCEL (NEW)****Description**

This highly practical, hands-on course has been designed to build on your basic knowledge of finance and excel. The course will strengthen the already existing model structuring skills. A structured design strategy will be adopted throughout the course in order to develop the skills of good excel model development. These skills are then applied to building high quality financial models. Participants will have the chance to work on their own models.

**Objectives**

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

- Design, cross-check and structure financial models effectively
- Build robust and effective models in which add-ins can be perform and to which amendments can be made without destroying the model integrity
- Create and compare scenarios – current case, best case, worst case and expected case – in order to make decision-making easier
- Create models quickly following the basic rules of good model construction

**Content Highlights**

- Useful ideas to speed up spreadsheet design
- Validating data and producing dropdown lists
- Sumif Countif and excel's database
- Vlookup, Hlookup, Lookup, Match & Index
- Row and column functions
- Outlining – collapsing rows and columns
- Working with arrays, array formulas and array constants
- Some other advanced functions (e.g. data consolidation, macro recording and use of the CTRL key)
- Types of financial models
- Model structure
- Monthly financial models
- Financial ratios and sensitivity analysis
- Cost of capital
- Loans – capital and interest repayment
- Return on investment
- Scenarios
- Valuing companies
- Model optimization
- Basic forecasting

## Target Audience

- Analysts
- Investors
- Investment advisers
- Planners
- Other finance professionals

## 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 courses, other academic study or through work experience.

## Minimum Prerequisite Course

Excel – Basic and a finance course (e.g. financial analysis)

## Recommended Prerequisite Courses

Accounting 1	210
Introductory Managerial Accounting	213

## 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
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**254 FINANCIAL MODELING FOR PROJECT FINANCE (NEW)****Description**

This course will help candidates develop knowledge and understanding of the five golden rules of financial modeling for project finance. While every project will have unique features, and each spreadsheet packages its own special techniques, certain principles apply generally to the construction of project finance models. These principles are the main focus of this course. The course aim includes ensuring that the modeling process is quicker and easier for the modeler, and the model is as flexible, robust and comprehensible as possible.

**Objectives**

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

- Create models for project finance that are flexible, robust and comprehensible following the five golden rules of financial modeling for project finance
- Know when to break the golden rules lawfully

**Content Highlights**

- The five golden rules of financial modeling
- Purposes and uses of a model
- Development over project life
- How to start and where to stop
- Design to maximize flexibility
- Timescale
- Consistent signs
- Currency treatment
- Circular and iterative calculations
- Control and identification of sensitivities
- Data, capital costs and finance costs
- Work lines, masks, factors and counters
- Operations, tariff and tax
- Profit and loss, returns and cover factors
- Cash flows and cash balances
- Debugging, checking and presenting
- Sample data, examples and exercises

**Target Audience**

Anyone involved in project finance, where everyone's financial security is dependent on the future performance of a new undertaking

## 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 courses, other academic study or through work experience. This includes the understanding of projects; project finance and basic excel tools.

## Minimum Prerequisite Course

Excel – Basic

## Recommended Prerequisite Courses

Accounting 1	210
Introductory Managerial Accounting	213

## Course Structure

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

**Note: This course is examinable**

## Course Facts

Duration	:	5 days with exam on the final day
Instructors	:	BIBF staff

## Fees: Member Institutions

GCC Nationals	:	Covered by levy
Other Nationalities	:	BD 125

## Fees: Non Member Institutions

All Nationalities	:	BD 500
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## 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 are required to interact and liaise with the finance department and who would benefit from an understanding of the financial function and terminology

### Prerequisites

Awareness of business concepts and how businesses operate

### 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 courses, other academic study or through work experience.

### Minimum Prerequisite Course

Finance for the Non-Financial Manager      240

### 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

**Fees: Member Institutions**

GCC Nationals : Covered by levy

Other Nationalities : BD 75

**Fees: Non Member Institutions**

All 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
- 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 courses, other academic study or through work experience.

### Minimum Prerequisite Course

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

**Note: This course is examinable**

### Course Facts

Duration    :                      5 days with exam on the final day  
 Instructors    :                      BIBF staff

## **Fees: Member Institutions**

GCC Nationals : Covered by levy  
Other Nationalities : BD125

## **Fees: Non Member Institutions**

All Nationalities : BD 500

## 255 PROJECT MANAGEMENT ACCOUNTING (NEW)

### Description

This course addresses the accounting & finance side of project management. Accounting has an important role to play in ensuring that the project is managed appropriately and come in on budget both cost and time-wise. This course will equip participants with a solid working knowledge of basic business practices when it comes to dealing with projects.

### Objectives

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

- Explain the key issues in project finance
- Account for projects
- Plan and prepare a project budget
- Identify key project risks
- Evaluate projects
- Explain the contractual context and identify contractual issues in a project
- Place project financing within the economic context

### Content Highlights

- Project management
- Project financing
- Creating the project budget
- Project costing
- Project revenues and cash flows
- Monitoring project progress: (Is it on time and within budget so far?)
- Assessing project financial success
- Key project risks – entity and transaction risks

### Target Audience

Management or other staff involved in coordinating or managing projects 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 courses, other academic study or through work experience. This includes Financial Statement Analysis and basic understanding of projects and elements of finance

### Minimum Prerequisite Courses

Accounting 1	210 or
Understanding Financial Statements	220

## Course Structure

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

**Note: This course is examinable**

## Course Facts

Duration : 5 days with exam on the final day

Instructors : BIBF staff

## Fees: Member Institutions

GCC Nationals : Covered by levy

Other Nationalities : BD 125

## Fees: Non Member Institutions

All Nationalities : BD 500

## 256 PRACTICAL ACCOUNTING INFORMATION SYSTEMS (NEW)

### Description

This course is designed to introduce the participant to a practical computerized accounting information system. It will introduce the participants to the elements of an accounting information system whether manual or computerized. It will also introduce some of the concepts of systems analysis, design and evaluation.

### Objectives

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

- Analyze, design and document manual accounting information systems
- Analyze and design accounting information systems that satisfy the transaction processing, reporting and decision-making requirements of management
- Distinguish data from information
- Process data using a computerized accounting information system and report using an appropriate reporting outlet
- Analyze, design and document internal controls in a computerized accounting information systems
- Evaluate internal controls in a computerized accounting information system
- Evaluate a computerized accounting information system
- Integrate computer systems applications using a case study

### Content Highlights

- Introduction to accounting information systems
- Systems analysis and design and evaluation
- Transactions processing and reporting using an actual computerized accounting system
- Computer systems and internal controls
- Processing data using a spreadsheet package
- Producing a report using a word processing package

### Target Audience

Those who wish to improve their skills in computerized accounting

### 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 courses, other academic study or through work experience. This includes the ability to process accounting transactions.

### Minimum Prerequisite Course

Accounting 1: transaction processing **or**

Equivalent practical experience

### Recommended Prerequisite Course

Accounting 2: Maintaining financial records and accounts      211

## Course Structure

The course is conducted using a combination of theoretical explanation and practical exercises using a computerized accounting information system

**Note: This course is examinable**

## Course Facts

Duration : 5 days with exam on the final day

Instructors : BIBF staff

## Fees: Member Institutions

GCC Nationals : Covered by levy

Other Nationalities : BD 125

## Fees: Non Member Institutions

All Nationalities : BD 500

## 275 INSURANCE ACCOUNTING (NEW)

### Description

This course is designed for participants who need to know how to prepare financial statements of Insurance companies. The requirements of IFRS will be applied in the preparation of Financial Statements on this course.

### Objectives

Upon completion of this course, participants will:

- Have gained an understanding of the concepts of insurance accounting
- Will have gained knowledge about the various aspects of record keeping, calculating provisions for doubtful debts and reserves

### Content Highlights

- Conventional and Insurance accounting framework
- Insurance companies and their products
- Recording and processing requirements of claims
- Process of providing bad debts and doubtful debts
- Various insurance accounting calculations, premiums written, earned and unearned
- Revenue accounting and reinsurance
- Preparation of financial statements

### Target Audience

- Employees in the early stages of their career in the insurance industry
- Employees in other accounting firms
- Non-Insurance employees who wish to acquire basic insurance accounting knowledge

### Prerequisites

- Advanced Insurance Diploma &/or 5 years in insurance supervisory position
- Possess a good command of English language

### Course Structure

The course is conducted using a combination of lectures, discussions, case studies

### Note: This course is examinable

### Course Facts

Duration	:	5 days with exam on the final day
Instructors	:	BIBF staff

### Fees: Member Institutions

GCC Nationals	:	Covered by levy
Other Nationalities	:	BD125

### Fees: Non Member Institutions

All Nationalities	:	BD500
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**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, for example accountants whose work is impacted upon by audit or those 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.

**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
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Instructors : BIBF Staff

**Fees: Member Institutions**

GCC Nationals : Covered by levy

Other Nationalities : BD 125

**Fees: Non Member Institutions**

All Nationalities : BD 500

## 274I 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

Decision makers whether in private or in public sectors. This includes all professionals and all those who manage other people.

### Prerequisites

Practical experience of decision making e.g. whether to place an order for a particular product or another

### 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
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**Fees: Member Institutions**

GCC Nationals : Covered by levy  
Other Nationalities : BD 125

**Fees: Non Member Institutions**

All Nationalities : BD 500

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 Bank Financial Statements (NEW)	3	230		21-23										
15	Understanding Insurance Company Financial Statements (NEW)	3	231			2-4								1-3	
16	Understanding Islamic Bank Financial Statements (NEW)	3	232												
17	Analyzing Bank Financial Statements (NEW)	5	266				4-8								
18	Analyzing Insurance Company Financial Statements (NEW)	5	267					9-13							
19	Analyzing Islamic Bank 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	

BIBL CLOSED

