

**IBA** Institute of  
Business Administration  
Karachi

*Leadership and Ideas for Tomorrow*

**IBA CEE**

Center for Executive Education  
Institute of Business Administration

# *Diploma in Accounting, Finance & Law*

Starting from  
**August 10, 2018**


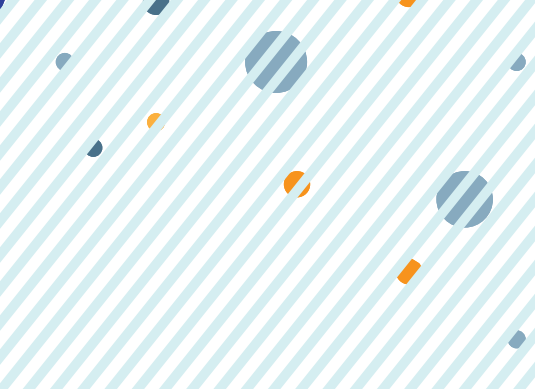
At  
**IBA, City Campus, Karachi**





## *Overview*

The "Diploma in Accounting, Finance & Law" is a program that provides an opportunity for those who have some background in accounting and finance and currently deal with development of financial information in mid tiers. Aim is to enhance their proficiency so that financial information that reaches the top echelons is relevant, reliable and is on time. The program is expected to provides solid foundation in terms of knowledge and experience to build or extend their understanding of topics such as financial accounting, managerial accounting, control environment, auditing, reporting, corporate finance and business laws.



## *Topics Covered*

- Systems context of business
- Essentials of Business Laws, Control Environment and External Audit
- Assessing and valuing business performance and presenting management information reports
- Cash Flow Statements analysis and creating pro-forma cash flows
- Developing Annual Reports
- Essentials of Treasury Management
- Imperatives of Cost Accounting
- Decision making using management accounting information
- Making Financing choices
- Capital budgeting decisions



## *Who should attend?*

Diploma in Accounting, Finance & Law is ideal for those individuals who have basic qualification in the discipline of accounting and finance and are currently employed in mid tiers of finance and accounts department of their organization.





## *Benefits*

Upon completion, a participant will:

- Learn how to effectively apply financial analysis techniques,
- Improve effectiveness in communicating with finance colleagues and
- Acquire diverse understanding of the subject matter to contribute significantly towards financial decision making.



## *Pedagogy*

The course aims to develop individuals thorough;

- Class room lectures and participative discussions.
- Projects and Presentations by participants
- Group activities by participants
- Sharing of knowledge and experience by guest speakers
- Specially developed study material and case studies



## *Schedule*

- 4-Month Diploma Program
- Commencement of Classes from August 10, 2018
- Classes will be held on weekend from Friday to Sunday
- 5 Classes a week
- Class Timings:
  - Friday: 06:30 pm – 09:00 pm
  - Saturday: 03:00 pm – 02:00 pm
  - Saturday: 05:30 am – 07:30 pm
  - Sunday: 10:00 am – 12:00 pm
  - Sunday: 01:00 am – 03:00 pm
- Mid-term and Final-term Examination.







## *Eligibility*

An applicant must have:

- A bachelor's degree from HEC recognized educational institution in accounts and finance.
- An adequate post qualification work experience.



## *Admission Criteria*

- Admissions will be based on Panel Interviews.
  - Each application will be thoroughly screened, and will only be accepted if deemed suitable for the program.
  - Nominations with incomplete application forms and incomplete documents will not be entertained.
- 
- 





## Program Fees

**Program Fees: PKR 150,000/- (excluding all applicable taxes)**

**15% discount is offered if full fee is paid in advance**

Advance Payment Schedule	Total
Total fee in Advance	PKR 127,500
Last date of fee submission	06 - August - 2018

Installments Payment Schedule					Total
Total Fee (if paid in 4 equal installments)	PKR 37,500	PKR 37,500	PKR 37,500	PKR 37,500	PKR 150,000
Last Date of fee submission	06-Aug-18	03-Sep-18	01-Oct-18	05-Nov-18	

### Fee Includes:

Processing fees, Test and Exam Fees, Diploma and Transcript. Fees do not include course material, books and stationery.

**Admission fees PKR 1000/-**

## *Online Admissions*

Apply Online Now; [<https://cee.iba.edu.pk/diplomaprograms.php>]  
All students to be enrolled in ERP.





## *Payment*

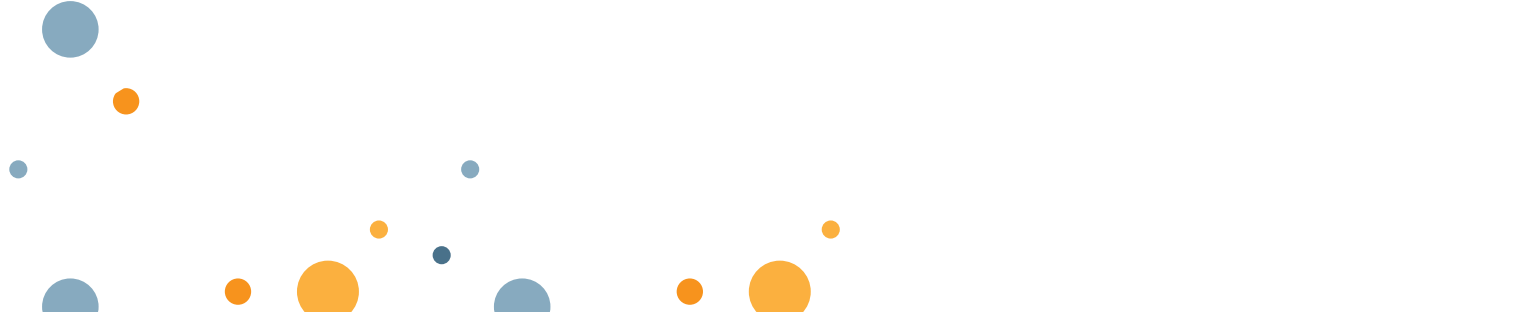
Payment is due upon receipt of the acceptance of participants to the program along with the invoice. Please ensure that the payment reaches the CEE Office before commencement of the program because seat in the class will only be reserved once the fee is received.

Payment can be made via cheque / bank draft payable to the “Institute of Business Administration, Karachi” at the following address:  
Center for Executive Education (CEE)  
IBA, City Campus, Garden/Kayani Shaheed Road,  
Karachi.

For online payments via credit cards:

<https://onlinepayment.iba.edu.pk/>

From dropdown 1 & 2 please select ‘Executive Education’





Experience  
**EXECUTIVE**

# EDUCATION

Center for Executive Education, IBA, Karachi

Center for Executive Education (CEE)  
Institute of Business Administration City Campus.  
Off Garden Road, Karachi-74400.

## For Further Information

Center for Executive Education (CEE)  
Institute of Business Administration (IBA),  
City Campus. Off Garden Road, Karachi-74400.

Tel: (92-21) 38104701 (Ext. 1804, 1807, 1809, 1812)

Fax: (92-21) 38103008

Email: [ceeinfo@iba.edu.pk](mailto:ceeinfo@iba.edu.pk)

[cee.iba.edu.pk](http://cee.iba.edu.pk)



Contact us for Client Specific Customized Executive Programs & Consultancy

