

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
February 1, 2019


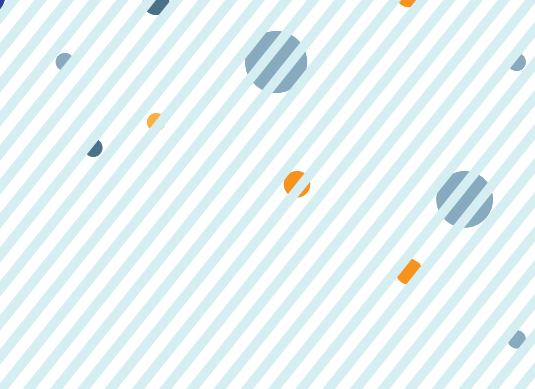
At
IBA, City Campus, Karachi





Overview

Business activities are performed in business cycles such as revenue, expenditure, production, human resource and finance cycles. These cycles process related transactions over and over again and culminate in Financial Reports. "Diploma in Accounting, Finance & Law" is an introductory program that builds capacities to comprehend financial data in relation to business cycles. Aim is to provide solid grounding and ability to understand and apply financial information in personal and professional decision making. The program is expected to cover knowledge of topics such as financial accounting and reporting, control environment, auditing and preliminary business law.



Topics Covered

- Business Cycles
 - a. Revenue Cycle
 - b. Expenditure Cycle
 - c. Human Resource Cycle
 - d. Production Cycle
 - e. Financing Cycle
- Accounting Information System
- Essentials of Control Environment
- Auditing Basics
- Financial Accounting Fundamentals
- Financial Reporting
- Financial Analysis
- Business Law Fundamentals
- Developing an Annual Reports



Who should attend?

Diploma in Accounting, Finance & Law is ideal for those professionals who have little or no financial or accountancy training, and need to improve their knowledge to manage their business areas more effectively.





Benefits

Upon completion, a participant will:

- Be able to remove fear of accounting and finance and to communicate effectively with Accounts/Finance Professionals.
- Acquire a solid grasp of how information is conveyed in basic financial statements and monthly reports reflecting the performances; how to analyze the information, how to use the information to make informed decisions.
- Read and interpret Annual Reports



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

- 2-Month Diploma Program
- Commencement of Classes from February 1, 2019
- Class will be held on weekend on Friday and Saturday
- 3 classes a week
- Class Timings:
 - Friday 6:00 pm to 9:00 pm
 - Saturday 2:30 pm to 5:30 pm
 - Saturday 6:00 pm to 9:00 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 45,000/- (excluding all applicable taxes)

Last date of Fee Submission is 28-January-2019

Installments Payment Schedule			Total
Total Fee (if paid in 2 equal installments)	PKR 22,500	PKR 22,500	PKR 45,000
Last Date of fee submission	28-Jan-19	25-Feb-19	

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),
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Contact us for Client Specific Customized Executive Programs & Consultancy

