



at: IBA, City Campus, Karachi

# Diploma in Accounting, Finance & Law (Basic Module)

## Overview

“Diploma in Accounting, Finance & Law” is an introductory program that builds capacities to comprehend financial data in relation to business cycles. The program is expected to cover knowledge of topics such as financial accounting and reporting, control environment, auditing and preliminary business law.

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## Schedule

2-Month Diploma Program

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.

## Topics Covered

Business Cycles

- Revenue Cycle
- Expenditure Cycle
- Human Resource Cycle
- Production Cycle
- 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

## 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 selecting 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 through;

- 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

## Who should attend?

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

## 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

**PKR 45,000/-**

(excluding all applicable taxes)

## Fee Includes:

Processing fees, Test and Exam Fees, Diploma and Transcript. Fees do not include course material, books and stationery. Admission Fees PKR 1,000/-

## Payment

Payment is due upon receipt of the acceptance of participants to 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/>

Form dropdown 1 & 2 please select 'Executive Education'

Experience

**EXECUTIVE  
EDUCATION**

Centre for Executive Education, IBA, Karachi

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

## For Further Information:-

T: (92-21) 38104701 Ext. 1804, 1809, 1812 F: (92-21) 38103008

Email: [ceeinfo@iba.edu.pk](mailto:ceeinfo@iba.edu.pk) Visit: [cee.iba.edu.pk](http://cee.iba.edu.pk)

## Online Admissions

<https://cee.iba.edu.pk/diplomaprograms.php>