ACCOUNTING & FINANCE

The BIBF excels in the fields of Financial Accounting, Managerial Accounting, Internal Auditing, Financial Modelling, Performance Management, Professional Ethics, and International Financial Reporting Standards (IFRS), among various other sub specialisations.

The BIBF is an “IFRS Centre of Excellence” and employs internationally renowned speakers and specialists from leading accountancy firms, providing participants the opportunity to gain a practitioner’s perspective, making learning more effective and enjoyable.

The success rates of Accounting & Finance students regularly outperform global benchmarks. The Association of Chartered Certified Accountants (ACCA) awarded BIBF the PLATINUM status for its quality of teaching and the support it offers to students.

The BIBF offers leading internationally recognised qualifications, including the CPA, CMA, CFA, CIA, AAT, ACCA and FIA, and has the ability to deliver training courses in both English and Arabic.

The dates and fees mentioned in this section are subject to change at the Institute’s discretion. Please visit www.bibf.com for the latest updates.
BIBF ADVANCED DIPLOMA IN ACCOUNTING AND FINANCE

The programme structure is divided into 14 core modules and a student portfolio, which documents the practical application of the modules. The programme is planned to be completed within a maximum of seven years, which begins from the start of the 1st module and ends on the submission of the completed student portfolio. Apart from the portfolio, each module comprises of either four, five, or ten days of attendance with the lecturer and a final exam. The portfolio is completed by a one day (5 hours) attendance at induction, 15 hours of ongoing tutorials with appropriate tutors, and the compilation of an appropriate portfolio.

**PARTICIPANT PREREQUISITES**

The following courses have been designed to ensure that participants follow a well-defined sequence in order to build on their knowledge over a series of courses. It is important that participants attend the proper sequence to fulfil the prerequisite for all courses. BIBF’s core accounting courses have been revamped and the class timings have undergone significant change. Participants are encouraged 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 applicable. From past experience, participants who have the recommended requirements are likely to obtain the maximum benefit from the courses they attend, whereas those who only possess the bare minimum requirements tend to find the sessions difficult and may not gain maximum benefit from attendance. BIBF offers participants assistance and guidance on the qualifications that are best suited to their individual needs and skills set.

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Overall Level and Total Credits

7  80
BASIC BUSINESS MATHEMATICS  
COURSE CODE FIN200

This course provides participants with the basic mathematical skills required within the financial services sector and prepares them for future related training programmes. Participants will require these skills for all Accounting, Principles of Banking and Excel courses.

LEARNING OUTCOMES
Upon successful completion of this course, participants will be able to solve basic mathematical problems with confidence including arithmetic, fractions, decimals, algebraic, percentage and ratios, and interest.

TARGET AUDIENCE
Professionals of all levels.

PREREQUISITES
None

ASSESSMENT TYPE
This course is examinable.

DURATION
- 4 DAYS (5 hours per day)
- 8 HOURS OF SELF-STUDY

START DATE(s)
06 - 09 OCT 2019

FEES
MEMBER ORGANISATIONS
GCC NATIONAL
OTHER NATIONALITIES
NON MEMBER ORGANISATIONS
ALL NATIONALITIES
COVERED BY LEVY
BHD 100
BHD 300

SUPPORTED BY TAMKEEN
INTERMEDIATE BUSINESS MATHEMATICS
COURSE CODE FIN250

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

LEARNING OUTCOMES

• Explain the concept of time value of money
• Explain the concept of discounting and compounding
• Explain the concept of interest rates
• Carry out basic bond (notes payable) valuation techniques using relevant concepts

TARGET AUDIENCE

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

PREREQUISITES

BIBF: Basic Business Mathematics (FIN200) is recommended.
Other: At least six months of work experience in an organization where the participant has been personally involved in solving basic mathematical problems including arithmetic, fractions, decimals, algebra, percentages and ratios, and simple and compound interest, with confidence.

ASSESSMENT TYPE

This course is examinable.

DURATION

• 4 DAYS (5 hours per day)
• 8 HOURS OF SELF-STUDY

START DATE(s)

08 - 11 DEC 2019

FEES

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<th>MEMBER ORGANISATIONS</th>
<th>GCC NATIONAL</th>
<th>OTHER NATIONALITIES</th>
<th>COVERED BY LEVY</th>
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SUPPORTED BY TAMKEEN
ACCOUNTING 1: RECORDING FINANCIAL TRANSACTIONS

COURSE CODE FIN210

This course is designed to teach beginners the basic concepts of accounting, such as the ability to record financial transactions, summarise the recorded information, prepare adjusting journal entries, and basic financial statements. It is the foundation (a prerequisite) for various accounting and analysis courses.

LEARNING OUTCOMES

• Distinguish between types of business transactions & documentation, recognising 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 & prepare 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

TARGET AUDIENCE

Individuals whose current or future responsibilities may require basic accounting & bookkeeping knowledge.

PREREQUISITES

BIBF: Basic Business Mathematics (FIN200)
Other: A certificate, diploma or degree course showing that the participant has met the objectives of Basic Business Mathematics OR at least six months of work experience in an organization where the participant has been personally involved in solving basic mathematical problems including arithmetic, fractions, decimals, algebra, percentages and ratios, and simple and compound interest, with confidence.

ASSESSMENT TYPE

This course is examinable.

DURATION

• 10 DAYS
  (5 hours per day)
• 23 HOURS OF SELF-STUDY

START DATE(s)

07 - 18 APR 2019
17 - 28 NOV 2019

FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES
NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 250
BHD 750
ACCOUNTING 2: MAINTAINING FINANCIAL RECORDS
COURSE CODE 211

This is an intermediate course in accounting designed to teach participants how to apply the concepts learnt in Accounting 1 and prepare an extended trial balance. Accounting 3 should ideally follow this course.

LEARNING OUTCOMES
- Describe, explain and apply relevant accounting concepts, policies and standards
- Prepare 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 and partnership

TARGET AUDIENCE
Individuals who have successfully completed Accounting 1: Recording Financial Transactions and need to enhance their accounting knowledge.

PREREQUISITES
BIBF: Accounting 1: Recording Financial Transactions (210)
Other: A certificate, diploma or degree course showing that the participant has met the objectives of Accounting 1: Recording Financial Transactions OR at least six months of work experience in an organisation where the participant has been personally involved in recording financial transactions, producing bank reconciliations, preparing the trial balance, preparing adjusting journals, preparing control accounts and producing basic (sole trader) financial statements.

ASSESSMENT TYPE
This course is examinable.

DURATION
- 10 DAYS (5 hours per day)
- 23 HOURS OF SELF-STUDY

START DATE(s)
16 - 27 JUN 2019

FEES
MEMBER ORGANISATIONS
GCC NATIONALS COVERED BY LEVY BHD 250
OTHER NATIONALITIES BHD 750
NON MEMBER ORGANISATIONS ALL NATIONALITIES BHD 750
ACCOUNTING 3: DRAFTING FINANCIAL STATEMENTS
COURSE CODE 212

This course is designed for participants who are required to know how to prepare financial statements efficiently to high standards, and will build on what was learnt in Accounting 1 & 2. The requirements of extant GAAP (Generally Accepted Accounting Principles) will also be applied in the preparation of financial statements within this course.

LEARNING OUTCOMES
- Draft partnership & limited company financial statements to comply with relevant legislation & accounting standards
- Identify and implement adjustments, referring any issues and unresolved discrepancies to an appropriate person
- Discuss the importance of an organisation’s procedures and policies, including confidentiality procedures
- Prepare and interpret a limited company statement of cash flows
- Explain the general purpose of limited company financial statements
- Identify the elements of limited company financial statements and the relationship between them
- Report and advise on the results of financial statement analysis to management for decision making

TARGET AUDIENCE
This course is designed for individuals who are preparing to take on positions within the accounting, operations, audit or credit departments, and are likely to be primarily responsible for financial statements. It is also strongly recommended for those who intend to enrol in BIBF’s Financial Statement Analysis course.

PREREQUISITES
BIBF: Accounting 2: Maintaining Financial Records (211)
Other: A certificate, diploma or degree course showing that the participant has met the objectives of Accounting 2: Maintaining Financial Records OR at least six months of work experience in an organisation where the participant has been personally involved in performing accounting work which meets all the intended learning outcomes stated in Accounting 2: Maintaining Financial Records.

ASSESSMENT TYPE
This course is examinable.
ACCOUNTING 4: MANAGERIAL ACCOUNTING
COURSE CODE FIN213

This course is designed to develop the knowledge and understanding of how organizations record, analyse and report current and future costs and revenue data for use within organizations. It is an Introductory Managerial Accounting course, and is not at a higher level than Accounting 3.

LEARNING OUTCOMES

- Explain the role of management accounting within an organisation & the requirement for management information
- Describe costs by classification and identify its behaviour
- Identify appropriate material, labour and overhead costs to be used in product costing
- Differentiate between marginal costing and absorption costing approach
- Calculate and use contribution margin in decision making

TARGET AUDIENCE

This course is designed for those who are preparing to take on positions in the accounting, operations, audit or credit departments. It is strongly recommended for candidates intending to enrol in BIBF’s Intermediate Managerial Accounting course.

PREREQUISITES

BIBF: Accounting 1: Recording Financial Transactions (FIN210)
Other: A certificate, diploma or degree course showing that the participant has met the objectives of Accounting 1: Recording Financial Transactions OR at least six months of work experience in an organisation where the participant has been personally involved in performing accounting work which meets all the intended learning outcomes stated in Accounting 1: Recording Financial Transactions.

ASSESSMENT TYPE

This course is examinable.

DURATION

- 5 DAYS
  (5 hours per day)
- 10 HOURS OF SELF-STUDY

START DATE(s)

24 - 28 NOV 2019

FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES
NON MEMBER ORGANISATIONS
ALL NATIONALITIES
COVERED BY LEVY
BHD 125
BHD 375

SUPPORTED BY TAMKEEN
ACCOUNTING FOR DECISION MAKING
COURSE CODE FIN214

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

LEARNING OUTCOMES

- Explore the nature and types of budgeting
- Calculate the standard costs and perform 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

TARGET AUDIENCE

This course is recommended for those who have attended BIBF Introductory Managerial Accounting course, and is suitable for those who are currently working in the operations or accounting department.

PREREQUISITES

BIBF: Managerial Accounting (213)
Other: A certificate, diploma or degree course showing that the participant has met the objectives of Managerial Accounting OR at least six months of work experience in an organization where the participant has been personally involved in performing accounting work, which meets all the intended learning outcomes, stated in Managerial Accounting.

ASSESSMENT TYPE

This course is examinable.
INTRODUCTION TO IFRS FOR FINANCIAL INSTITUTIONS

COURSE CODE FIN219

The growing global acceptance of International Financial Reporting Standards (IFRS) as a basis for the preparation of financial statements of large and medium entities creates a need for an increasing group of professionals to gain knowledge and experience of these standards. Even those with a basic understanding of IFRS are required to constantly update their knowledge because of the fast evolution of these standards, and the growing experience that practitioners require. This course is intended to provide an insight over a few of the IFRS applicable for financial institutions.

LEARNING OUTCOMES

- Understand the requirements of a Conceptual Framework
- Apply requirements of recognition and measurement of non-current assets
- Identify impairment indications and recognise impairment losses on non-current assets
- Evaluate the accounting treatment of provisions
- Understand the classification, recognition, measurement, impairment and derecognition requirements for financial instruments with an introduction of the new requirements
- Deal with the consolidation issues related to associates and subsidiaries and the implication of the new accounting standard for consolidations

TARGET AUDIENCE

Accountants, financial analysts, portfolio managers, securities analysts, auditors & financial control team members.

PREREQUISITES

BIBF: Accounting for Banks (FIN271) or equivalent.
Other: A certificate, diploma or degree course showing that the participant has met the objectives of Accounting for Banks Transactions OR at least one year of work experience in an organisation where the participant has been personally involved in performing tasks that meets the intended learning outcomes stated in Accounting for Banks.

ASSESSMENT TYPE

This course is examinable.

DURATION

- 5 DAYS (9 hours per day)
- 8 HOURS OF SELF-STUDY

START DATE(s)

10 - 14 MAR 2019
03 - 07 NOV 2019

FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES
NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 125
BHD 375
PROJECT ACCOUNTING
COURSE CODE FIN255

This course addresses the accounting and finance side of project management. Accounting has an important role to play in ensuring that projects are 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 required when dealing with projects.

LEARNING OUTCOMES
- Explain the key issues in project finance
- Identify and evaluate the financial needs of different projects
- Plan and prepare a project budget
- Identify key project risks
- Evaluate projects
- Explain the contractual context and identify contractual issues in a project
- Evaluate project financing within the economic context

TARGET AUDIENCE
Management or other staff involved in coordinating or managing projects within their organisations.

PREREQUISITES
BIBF: Managerial Accounting : Introductory Managerial Accounting (213)
Other: A certificate, diploma or degree course showing that the participant has met the objectives of Managerial Accounting 1: Introductory Managerial Accounting OR at least six months of work experience in an organization where the participant has been personally involved in performing accounting work, which meets all the intended learning outcomes, stated in Managerial Accounting 1: Introductory Managerial Accounting.

ASSESSMENT TYPE
This course is examinable.
ISLAMIC ACCOUNTING STANDARDS
COURSE CODE 258
This is an accounting course introducing participants to Islamic Accounting Standards.

LEARNING OUTCOMES
Apply the Islamic Accounting Standards developed by the Accounting and Auditing Organisation for Islamic Financial Institutions (AAOIFI).

TARGET AUDIENCE
This course is designed for those who are interested in learning about AAOIFI's Islamic Accounting Standards.

PREREQUISITES
Basic understanding of conventional accounting principles.

ASSESSMENT TYPE
This course is examinable.

DURATION
• 5 DAYS (5 hours per day)
• 10 HOURS OF SELF-STUDY
START DATE(s)
17 - 21 MAR 2019
FEES
MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES
NON MEMBER ORGANISATIONS
ALL NATIONALITIES
SUPPORTED BY LEVY
BHD 125
BHD 375

COVERED BY LEVY
SPECIALISED ACCOUNTING
GCC NATIONALS
OTHER NATIONALITIES
NON MEMBER ORGANISATIONS
ALL NATIONALITIES
ACCOUNTING FOR BANKS
COURSE CODE FIN271

The course is at an intermediate level and is designed to teach participants the process of accounting pertaining to a few of the major areas in banking such as loans, foreign exchange, investments etc. Participants will also have the opportunity to relate some aspects of the course to the published financial statements of real commercial banks.

LEARNING OUTCOMES
• Identify and record various banking transactions; those related to securities, loans, deposits, foreign exchange
• Explain bank accounting principles
• Review real bank financial statements

TARGET AUDIENCE
This course is designed for individuals whose positions require them to know and understand the accounting implications of banking transactions, or may be involved in the bookkeeping aspects of these transactions. It is also suitable for those involved in reviewing the financial statements of banks.

PREREQUISITES
BIBF: Accounting 1: Recording Financial Transactions (FIN210)
Other: A certificate, diploma or degree course showing that the participant has met the objectives of Accounting 1: Recording Financial Transactions OR at least six months of work experience in an organisation where the participant has been personally involved in performing accounting work which meets all the intended learning outcomes stated in Accounting 1: Recording Financial Transactions.

ASSESSMENT TYPE
This course is examinable.

DURATION
• 5 DAYS (5 hours per day)
• 10 HOURS OF SELF-STUDY

START DATE(s)
21 - 25 JUL 2019

FEES
MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES
NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 125
BHD 375

SUPPORTED BY TAMKEEN
INSURANCE ACCOUNTING
COURSE CODE FIN275

This course is designed for participants who are required to know how to prepare the financial statements of insurance companies. The requirements of International Financial Reporting Standards (IFRS) will be applied to the preparation of financial statements in this course.

LEARNING OUTCOMES

- Explain the basics fundamentals of insurance accounting
- Prepare basic ledger accounts under the double entry system
- Record insurance premium and receipts from credit customers
- Explain and account for earned and unearned premium, and irrecoverable debts
- Record claims paid, outstanding claims, and incurred but not recorded liability
- Prepare an initial trial balance identifying and correcting errors using journal entries
- Prepare financial statements including statement of comprehensive income (profit and loss account) and statement of financial position (balance sheet)

TARGET AUDIENCE

This course is designed for employees in the early stages of their career in the insurance industry, employees in accounting firms, and non-insurance employees who wish to acquire basic insurance accounting knowledge.

PREREQUISITES

BIBF: Accounting 1: Recording Financial Transactions (210)
Other: A certificate, diploma or degree course showing that the participant has met the objectives of Accounting1: Recording Financial Transactions OR at least six months of work experience in an organisation where the participant has been personally involved in performing accounting work which meets all the intended learning outcomes stated in Accounting 1: Recording Financial Transactions.

ASSESSMENT TYPE

This course is examinable.

DURATION

- 5 DAYS (5 hours per day)
- 10 HOURS OF SELF-STUDY

START DATE(s)

20 - 24 OCT 2019

FEES

MEMBER ORGANISATIONS
GCC NATIONALS
COVERED BY LEVY
BHD 125

OTHER NATIONALITIES
BHD 375

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

CASES IN FINANCE
COURSE CODE FIN223

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

LEARNING OUTCOMES

- Estimate and calculate the cash flow to be used in an investment appraisal
- Apply capital budgeting techniques to a variety of decision-making scenarios
- Critically analyse problems in finance
- Carry out DuPont Analysis
- Calculate and evaluate the Cost of Capital for different sources of finance

TARGET AUDIENCE

Finance managers, financial/credit analysts, and banking staff.

PREREQUISITES

BIBF: Intermediate Business Mathematics (250)
Other: A certificate, diploma or degree course showing that the participant has met the objectives of Intermediate Business Mathematics OR at least six months of work experience in an organisation where the participant has been personally involved in performing accounting work which meets all the intended learning outcomes stated in Intermediate Business Mathematics.

ASSESSMENT TYPE

This course is examinable.

DURATION

- 5 DAYS (5 hours per day)
- 10 HOURS OF SELF-STUDY

START DATE(s)

22 - 26 SEP 2019

FEES

MEMBER ORGANISATIONS
GCC NATIONALS COVERED BY LEVY
OTHER NATIONALITIES BHD 125
NON MEMBER ORGANISATIONS ALL NATIONALITIES
BHD 375
VALUATION OF COMPANIES
COURSE CODE 224

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

LEARNING OUTCOMES
- Apply the different techniques used in valuing companies
- Differentiate and explain the use of valuation techniques in a specific situation

TARGET AUDIENCE
Credit analysts/account officers, potential or existing lending bankers, and management trainees.

PREREQUISITES
BIBF: Intermediate Business Mathematics (250) & Understanding Financial Statements (220) are recommended.
Other: A certificate, diploma or degree course showing that the participant has met the objectives of Intermediate Business Mathematics and Understanding Financial Statements OR At least six months of work experience in an organisation where the participant has been personally involved in performing tasks which meet all the intended learning outcomes stated in Intermediate Business Mathematics and Understanding Financial Statements.

ASSESSMENT TYPE
This course is examinable.

DURATION
- 3 DAYS (5 hours per day)
- 5 HOURS OF SELF-STUDY

START DATE(s)
10 - 12 FEB 2019
24 - 26 NOV 2019

FEES
MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES
NON MEMBER ORGANISATIONS
ALL NATIONALITIES
COVERED BY LEVY
BHD 75
BHD 225
FINANCIAL ANALYSIS
COURSE CODE 226

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

LEARNING OUTCOMES

• Explain financial management and the ‘profit-maximising’ goals
• Identify different types of risk
• Calculate the risk of a single asset and the risk of a portfolio
• Identify and differentiate the sources of long-term capital and calculate its cost
• Apply appropriate capital budgeting (investment appraisal) techniques to business situations
• Deal with the valuation of equity

TARGET AUDIENCE
Credit analysts/account officers, financial control personnel, investment placement/marketing staff, internal audit staff, and credit/market risk personnel.

PREREQUISITES
BIBF: Intermediate Business Mathematics (250) is recommended.
Other: A certificate, diploma or degree course showing that the participant has met the objectives of Intermediate Business Mathematics OR at least six months of work experience in an organisation where the participant has been personally involved in performing tasks which meet all the intended learning outcomes stated in Intermediate Business Mathematics.

ASSESSMENT TYPE
This course is examinable.

DURATION
• 5 DAYS (5 hours per day)
• 10 HOURS OF SELF-STUDY

START DATE(s)
17 - 21 FEB 2019
15 - 19 SEP 2019

FEES
MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES
NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 125
BHD 375
MANAGING FINANCE
COURSE CODE 257

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

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

TARGET AUDIENCE
This course is designed for those seeking to understand the way organisations finance their operations, such as lending decision makers, small business owners and anyone involved with making finance decisions.

PREREQUISITES
BIBF: Managerial Accounting: Introductory Managerial Accounting (213)
Other: A certificate, diploma or degree course showing that the participant has met the objectives of Managerial Accounting OR at least six months of work experience in an organisation where the participant has been personally involved in performing accounting tasks which meet all the intended learning outcomes stated in Managerial Accounting.

ASSESSMENT TYPE
This course is examinable.
CASH MANAGEMENT
COURSE CODE 207

Organisations that fail to manage their cash resources appropriately expose themselves to a higher risk of failure rather than organizations that effectively manage their cash resources. The aim of this course is to provide participants with the skills to enable them to manage the cash resources of an organization, and equip them with the theoretical principles of good cash management.

The course will also provide the practical skills to undertake the preparation and revision of cash budgets using a range of financial information to select appropriate methods of financing cash shortfalls, and to recommend suitable vehicles for the investment of surplus cash.

LEARNING OUTCOMES
- Manage cash balances and deficits to ensure the on-going liquidity of an organisation
- Use cash balances effectively
- Prepare forecast of income and expenditure for a given period
- Prepare cash budgets
- Make informed decisions regarding the management of cash balances within an organisation
- Advise on options available for raising finance
- Advise on options available for investing surplus cash

TARGET AUDIENCE
This course is designed for those whose responsibilities involve the management of the cash within an organisation. This includes SME owners, accounting technicians, secretaries and administrators, and those involved in finance.

PREREQUISITES
None.

ASSESSMENT TYPE
This course is examinable.
CREDIT MANAGEMENT
COURSE CODE 208

This course deals with a key issue for any business – how to manage and control the granting and accepting of credit. The course is about understanding the principles of credit and debt management in dealing with the granting of credit and the collection of amounts outstanding from customers.

It will also cover the application and demonstration of the principles of credit management, and will teach participants how to become effective credit controllers, who, although need not be qualified lawyers, need to understand and be able to explain and define basic legislation which impacts the whole process of credit control.

LEARNING OUTCOMES
• Explain how legislation (contract laws, data protection, bankruptcy and insolvency) impacts credit control
• Prepare and use information from a variety of sources to manage the organisation’s granting of credit
• Understand the range of techniques and methods of credit control that might be used within an organisation
• Grant credit to customers within organisational guidelines
• Manage the supply of credit

TARGET AUDIENCE
This course is designed for those involved in the management and control of business credit, who seek to improve their knowledge and effectiveness, regardless of whether they carry out their work for a bank, insurance company, manufacturer, wholesaler, retailer, a service organisation, or a government ministry.

PREREQUISITES
None.

ASSESSMENT TYPE
This course is examinable.
The main objective of this course is to provide participants with an overview on the Financial Reporting and Analysis module of the CFA Level 1.

**LEARNING OUTCOMES**

- Describe the roles of financial reporting and financial statement analysis
- Describe the roles of the key financial statements
- Explain the process of recording business transactions using an accounting system based on the accounting equation
- Explain the need for accruals and other adjustments in preparing financial statements
- Describe the objective of financial statements and the importance of financial reporting standards in security analysis and valuation
- Describe the general principles of revenue recognition and accrual accounting, specific revenue recognition applications (including accounting for long-term contracts, instalment sales, barter transactions, gross and net reporting of revenue), and the implications of revenue recognition principles for financial analysis
- Describe the elements of the balance sheet: assets, liabilities, and equity
- Compare cash flows from operating, investing, and financing activities and classify cash flow items as relating to one of those three categories given a description of the items
- Describe tools and techniques used in financial analysis, including their uses and limitations
- Classify, calculate, and interpret activity, liquidity, solvency, profitability, and valuation ratios
- Calculate cost of sales and ending inventory using different inventory valuation methods and explain the impact of the inventory valuation method choice on gross profit
- Describe the different depreciation methods for property, plant, and equipment, the effect of the choice of depreciation method on the financial statements, and the effects of assumptions concerning useful life and residual value on depreciation expense
- Describe the differences between accounting profit and taxable income, and define key terms, including deferred tax assets, deferred tax liabilities, valuation allowance, taxes payable and income tax expense
- Discuss the effective interest method and calculate interest expense, amortisation of bond discounts/premiums, and interest payments
- Describe common accounting warning signs and methods for detecting each
- Analyse and describe the following ways to manipulate the cash flow statement: stretching out payables, financing of payables, securitisation of receivables, and using stock buybacks to offset dilution of earnings
- Evaluate a company's past financial performance and explain how a company's strategy is reflected in past financial performance

Continues on the next page
FINANCIAL REPORTING & ANALYSIS CONT.
COURSE CODE 206

TARGET AUDIENCE
This course is relevant for anyone intending to undertake the CFA level 1 exam.

PREREQUISITES
BIBF Course: Accounting 1: Recording Financial Transactions (210) & Understanding Financial Statements (220)
Other: A Bachelor’s degree in any discipline is recommended.

ASSESSMENT TYPE
This course is examinable.

DURATION
• 5 DAYS (5 hours per day)
• 15 HOURS OF SELF-STUDY

START DATE(s)
07 - 11 APR 2019

FEES
MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES
NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 125
BHD 375

FINANCE
CORPORATE FINANCE
COURSE CODE 238

The main objective of this course is to provide participants with an overview of the corporate finance module of the CFA Level 1.

LEARNING OUTCOMES
• Estimate and calculate the cash flow to be used in an investment appraisal
• Apply capital budgeting techniques to a variety of decision-making scenarios
• Calculate and evaluate the cost of capital for different sources of finance
• Calculate and interpret the degree of operating leverage, the degree of financial leverage, and the degree of total leverage
• Describe regular cash dividends, extra dividends, stock dividends, stock splits, and reverse stock splits, including their expected effect on a shareholder’s wealth and a company’s financial ratios

TARGET AUDIENCE
This course is relevant for anyone intending to undertake the CFA level 1 exam.

PREREQUISITES
A Bachelor’s degree in any discipline is recommended.

ASSESSMENT TYPE
This course is examinable.
ADVANCED FINANCIAL ANALYSIS
COURSE CODE 237

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

LEARNING OUTCOMES

- Determine if the company is appropriately leveraged, by utilising different capital structure theories such as Modigliani and Miller
- Analyse financial statements to assess the performance management and extract free cash flows
- Evaluate the benefits, disadvantages and valuations of potential mergers and acquisitions targets
- Assess the worth of intangible assets not included with in the financial statements as prepared under accounting principles by using techniques such as the Calculated Intangible Value (CIV Model)
- Compute the cost of capital applicable for a potential acquisition target
- Incorporate real option pricing in investment appraisal techniques
- Explore advanced Investment appraisal techniques like APV and MIRR & their comparison to traditional techniques
- Identify the reconstruction policies which can be adopted by a financially distressed organisation

TARGET AUDIENCE

Financial analysts, financial control personnel, investment banking staff and financial decision makers such as lending analysts.

PREREQUISITES

BIBF: Financial Analysis (226)
Other: A professional certificate, diploma or degree course showing that the participant has met the objectives of Financial Analysis OR at least one year of work experience in an organisation where the participant has been personally involved in performing tasks which meet all the intended learning outcomes stated in Financial Analysis.

ASSESSMENT TYPE

This course is examinable.
FINANCIAL CRIMES & FRAUD PREVENTION

COURSE CODE 218

Virtually every entity suffers from fraud, though they may not be aware of it. Fraud is a growing problem, despite attempts to control it, costing entities a significant portion of their revenues.

This course will show participants why traditional internal controls can be ineffective in preventing many types of frauds & will introduce them to techniques to manage the risk of fraud and cut its ongoing cost for all types of entities.

LEARNING OUTCOMES

• Understand the nature of fraud for their organisation and be capable of developing an organisational response to its risks
• Appreciate the relationship between corporate ethics, governance and fraud, including the market expectation of that relationship
• Know what drives organisational fraud exposure
• Recognise the importance of developing a culture of compliance as a major tool in fighting fraud

TARGET AUDIENCE

This course is designed to target different level of employees within an organisation, specifically those at management level.

PREREQUISITES

None.

ASSESSMENT TYPE

This course is examinable.

DURATION

• 3 DAYS
  (5 hours per day)
• 23 HOURS OF SELF-STUDY

START DATE(s)

07 - 09 JUL 2019

FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 75
BHD 225

SUPPORTED BY TAMKEEN
FRAUD INVESTIGATION USING EXCEL
COURSE CODE 289

The course is designed to introduce participants using MS Excel to analyse financial data. The course concentrates on MS Excel Sheet tools to help in analysing financial data and test data for reliability and correlation.

LEARNING OUTCOMES
• Use different MS Excel tools to examine financial data
• Performs advanced functions and formulas
• Organise worksheet and table data using multiple techniques
• Create and modify charts and graphs
• Analyse data using pivot tables and pivot charts
• Suggest audit procedures and fraud detection to be performed on the resulting reports

TARGET AUDIENCE
This course is designed for managers, analysts, auditors and other individuals who are interested in fraud investigation.

PREREQUISITES
BIBF: MS Excel Basic (315B) is recommended.

ASSESSMENT TYPE
This course is examinable.

DURATION
• 4 DAYS (5 hours per day)
• 6 HOURS OF SELF-STUDY

START DATE(s)
02 - 05 SEP 2019

FEES
MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES
NON MEMBER ORGANISATIONS
ALL NATIONALITIES
COVERED BY LEVY
BHD 100
BHD 300

SUPPORTED BY TAMKEEN
UNDERSTANDING FINANCIAL STATEMENTS
COURSE CODE 220E

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

LEARNING OUTCOMES

- Identify and explain the purpose of financial statements (statement of comprehensive income (profit and loss account), statement of financial position (balance sheet), statement of cash flows, statement of changes in equity and related notes)
- Identify the users of financial statements
- Describe and explain various accounting concepts, assumptions, related accounting standards used in the preparation and presentation of financial statements
- Identify and differentiate the contents used to prepare financial statements
- Link the various parts that make up the published financial statements

TARGET AUDIENCE

The course is a refresher for those seeking to study financial statement analysis and other credit courses, and for those who have studied Accounting 3 and have not yet applied it to their work situation.

PREREQUISITES

None.

ASSESSMENT TYPE

This course is examinable.

DURATION

- 3 DAYS (5 hours per day)
- 15 HOURS OF SELF-STUDY

START DATE(s)

10 - 12 FEB 2019
01 - 03 APR 2019
23 - 25 JUN 2019
01 - 03 OCT 2019
01 - 03 DEC 2019

FEES

MEMBER ORGANISATIONS
GCC NATIONALS
COVERED BY LEVY
BHD 75

OTHER NATIONALITIES
BHD 225

NON MEMBER ORGANISATIONS
ALL NATIONALITIES
BHD 225
FINANCIAL STATEMENT ANALYSIS

COURSE CODE 221

This course will enable participants to analyse published financial statements of different commercial entities using different techniques. It will also provide participants the opportunity to apply these techniques in group workshops to real company financial statements.

LEARNING OUTCOMES

• Carry out the quantitative analysis of financial statements
• Carry out the qualitative analysis of financial statements
• Analyse and interpret the results of quantitative analysis
• Discuss the limitations of financial statement analysis
• Report and advise on the results of financial statement analysis to management for decision making

TARGET AUDIENCE

Management trainees, trainee credit or investment analysts, and others interested in extracting meaning from financial statements such as financial auditors.

PREREQUISITES

BIBF: Understanding Financial Statements (220)
Other: A certificate, diploma or degree course showing that the participant has met the objectives of Understanding Financial Statements OR at least six months of work experience in an organisation where the participant has been personally involved in performing tasks which meet all the intended learning outcomes stated in Understanding Financial Statements.

ASSESSMENT TYPE

This course is examinable.
FINANCE FOR THE NON FINANCIAL MANAGER
COURSE CODE 240E

This programme is designed to introduce participants to basic financial skills, basic accounting concepts and the ability to interpret the content of financial statements.

LEARNING OUTCOMES
• Know the structure and elements 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 in different scenarios

TARGET AUDIENCE
This course is designed for 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
None.

ASSESSMENT TYPE
This course is examinable.

DURATION
• 5 DAYS (5 hours per day)
• 10 HOURS OF SELF-STUDY

START DATE(s)
03 - 07 MAR 2019
07 - 11 JUL 2019
08 - 12 DEC 2019

FEES
MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES
NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 125
BHD 375

SUPPORTED BY TAMKEEN
BUDGETING: PREPARATION & CONTROL
COURSE CODE 241

This course is designed to participants the techniques of budgeting and its application to the workplace. It will also provide the formulation of budgets using different methodologies.

LEARNING OUTCOMES
• Explain the budgetary process
• Plan and prepare a budget for an organisation
• Apply budgeting model to real-life situations
• Distinguish between various budgeting techniques
• Carry out variance analysis
• Explain the ‘human factor’ in budgetary control

TARGET AUDIENCE
This course is ideal for staff involved in the budget preparation and control process within their respective organisations. The course has no prerequisite but participants are recommended to possess a general awareness of business concepts.

PREREQUISITES
None.

ASSESSMENT TYPE
This course is examinable.

DURATION
• 3 DAYS (5 hours per day)
• 15 HOURS OF SELF-STUDY

START DATE(s)
10 - 12 JUN 2019

FEES
MEMBER ORGANISATIONS
GCC NATIONALS 
COVERED BY LEVY 
BHD 75
OTHER NATIONALITIES
BHD 225
NON MEMBER ORGANISATIONS
ALL NATIONALITIES
EVALUATING COMPANY PERFORMANCE
COURSE CODE 222

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

LEARNING OUTCOMES
• Explain statistical tools required for the evaluation of corporate performance.
• Define, explain and perform the earning quality assessment
• Calculate the projected future performance
• Apply internal performance measures to a given scenario for decision-making

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

PREREQUISITES
BIBF: Financial Statement Analysis (221)
Other: A certificate, diploma or degree course showing that the participant has met the objectives of Financial Statement Analysis OR at least six months of work experience in an organisation where the participant has been personally involved in performing analysis work which meets all the intended learning outcomes stated in Financial Statement Analysis.

ASSESSMENT TYPE
This course is examinable.

DURATION
• 3 DAYS (5 hours per day)
• 5 HOURS OF SELF-STUDY

START DATE(s)
14 - 16 JUL 2019

FEES
MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES
NON MEMBER ORGANISATIONS
ALL NATIONALITIES
COVERED BY LEVY
BHD 75
BHD 225
EVALUATING COMMERCIAL BANK PERFORMANCE
COURSE CODE 272

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

LEARNING OUTCOMES
• Read a set of bank financial statements
• Know the unique nature of bank financial statements
• Calculate Growth and analyse quality of growth of a bank
• Calculate and comment on the value of a bank using various valuation tools and techniques
• Identify the steps in examining the accounting quality

TARGET AUDIENCE
Credit or investment analysts and commercial banking staff.

PREREQUISITES
BIBF: Analysing Bank Financial Statements (266)
Other: A certificate, diploma or degree course showing that the participant has met the objectives of Analysing Bank Financial Statements OR at least six months of work experience in an organisation where the participant has been personally involved in performing tasks which meet all the intended learning outcomes stated in Analysing Bank Financial Statements.

ASSESSMENT TYPE
This course is examinable.

DURATION
• 3 DAYS
• 5 HOURS OF SELF-STUDY

START DATE(s)
10 - 12 JUN 2019

FEES
MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES
NON MEMBER ORGANISATIONS
ALL NATIONALITIES
COVERED BY LEVY
BHD 75
BHD 225
UNDERSTANDING BANK FINANCIAL STATEMENTS
COURSE CODE 230

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 participants an opportunity to appreciate the use of some of the International Financial Reporting Standards (IFRS) relevant to Bank Financial Statements.

LEARNING OUTCOMES
• Identify and explain the purpose of financial statements (statement of comprehensive income (profit and loss account), statement of financial position (balance sheet), statement of cash flows, statement of changes in equity and related notes)
• Differentiate between financial statements of banking and other industries
• Identify the users of bank financial statements
• Describe and explain various accounting concepts, assumptions, related accounting standards used in the preparation and presentation of financial statements
• Identify and differentiate the contents used to prepare financial statements
• Link the various parts that make up the published financial statements

TARGET AUDIENCE
The course is a refresher for those seeking to study Analysing Bank Financial Statements and other credit courses, and those who have studied Accounting 3 and have not yet applied it to their work situation.

PREREQUISITES
BIBF: Understanding Financial Statements (220)
Other: A certificate, diploma or degree course showing that the participant has met the objectives of Understanding Financial Statements OR at least six months of work experience in an organisation where the participant has been personally involved in performing tasks which meet all the intended learning outcomes stated in Understanding Financial Statements.

ASSESSMENT TYPE
This course is examinable.

DURATION
• 3 DAYS (5 hours per day)
• 5 HOURS OF SELF-STUDY

START DATE(s)
24 - 26 FEB 2019
01 - 03 JUL 2019
27 - 29 OCT 2019

FEES
MEMBER ORGANISATIONS
GCC NATIONALS COVERED BY LEVY
BHD 75
OTHER NATIONALITIES
BHD 225
NON MEMBER ORGANISATIONS ALL NATIONALITIES
BHD 225
UNDERSTANDING INSURANCE COMPANY FINANCIAL STATEMENTS
COURSE CODE 231

This course equips participants with the knowledge to read and understand a set of published insurance company financial statements. It will also provide participants the opportunity to appreciate the use of some of the International Financial Reporting Standards (IFRS) relevant to the understanding of insurance companies’ financial statements.

LEARNING OUTCOMES

- Identify and explain the purpose of financial statements (statement of comprehensive income (profit and loss account), statement of financial position (balance sheet), statement of cash flows, statement of changes in equity and related notes)
- Identify the users of financial statements
- Differentiate between financial statements of insurance sector and other industries
- Describe and explain the various accounting concepts, assumptions and related accounting standards used in the preparation and presentation of financial statements
- Identify and differentiate the contents used to prepare financial statements
- Link the various parts that make up the published financial statements

TARGET AUDIENCE

The course is design for individuals with no or little accounting background, and who are required to read and understand insurance company financial statements.

PREREQUISITES

BIBF: Understanding Financial Statements (220)
Other: A certificate, diploma or degree course showing that the participant has met the objectives of Understanding Financial Statements OR at least six months of work experience in an organisation where the participant has been personally involved in performing tasks which meet all the intended learning outcomes stated in Understanding Financial Statements.

ASSESSMENT TYPE

This course is examinable.

DURATION
- 3 DAYS (5 hours per day)
- 5 HOURS OF SELF-STUDY

START DATE(s)
01 - 03 APR 2019

FEES

MEMBER ORGANISATIONS
GCC NATIONALS COVERED BY LEVY
BHD 75
OTHER NATIONALITIES BHD 225

NON MEMBER ORGANISATIONS
ALL NATIONALITIES
BHD 225
UNDERSTANDING ISLAMIC BANK FINANCIAL STATEMENTS

COURSE CODE 232

This course provides participants with the knowledge to read and understand a published Islamic bank financial statements and the notes. The course will also provide participants an opportunity to appreciate the use of some of the important Accounting Standards set by Accounting and Auditing Organisation for Islamic Financial Institutions (AAOIFI).

LEARNING OUTCOMES

- Differentiate between financial statements of the banking sector and other industries
- Identify and explain the purpose of financial statements (statement of comprehensive income, statement of financial position, statement of cash flows, statement of changes in equity and related notes)
- Identify the users of financial statements
- Describe and explain various accounting concepts, assumptions, related accounting standards used in the preparation and presentation of financial statements
- Identify and differentiate the contents used to prepare financial statements
- Link the various parts that make up the published financial statements

TARGET AUDIENCE

The course is a refresher for those seeking to study the Analysis of Islamic Bank Financial Statement.

PREREQUISITES

BIBF: Understanding Financial Statements (220)
Other: A certificate, diploma or degree course showing that the participant has met the objectives of Understanding Financial Statements OR at least six months of work experience in an organisation where the participant has been personally involved in performing tasks which meet all the intended learning outcomes stated in Understanding Financial Statements.

ASSESSMENT TYPE

This course is examinable.
ANALYSING BANK FINANCIAL STATEMENTS
COURSE CODE 266

This course will enable participants to analyse published bank financial statements using different techniques. Participants will also 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.

LEARNING OUTCOMES
- Differentiate between financial statements of banking and other industries
- Carry out the quantitative analysis of financial statements
- Carry out the qualitative analysis of financial statements
- Analyse and interpret the results of quantitative analysis
- Discuss the limitations of financial statement analysis
- Report and advise on the results of financial statement analysis to management for decision-making

TARGET AUDIENCE
Central Bank of Bahrain (CBB) staff and others with regulatory oversight over banks, as well as those interested in extracting meaning from bank financial statements such as bank financial auditors.

PREREQUISITES
BIBF: Understanding Financial Statements (230)
Other: A certificate, diploma or degree course showing that the participant has met the objectives of Understanding Financial Statements OR at least six months of work experience in an organisation where the participant has been personally involved in performing tasks which meet all the intended learning outcomes stated in Understanding Financial Statements.

ASSESSMENT TYPE
This course is examinable.

DURATION
- 5 DAYS (5 hours per day)
- 10 HOURS OF SELF-STUDY

START DATE(s)
23 - 27 JUN 2019

FEES
MEMBER ORGANISATIONS
GCC NATIONALS
Covered by Levy
BHD 125
OTHER NATIONALITIES
BHD 375
NON MEMBER ORGANISATIONS
ALL NATIONALITIES
BHD 375
ANALYSING INSURANCE COMPANY FINANCIAL STATEMENTS
COURSE CODE 267

This course will enable participants to analyse published financial statements of insurance companies using different techniques. Participants will also have the opportunity to apply these techniques to real insurance company financial statements in group workshops.

LEARNING OUTCOMES
- Differentiate between financial statements of the insurance sector and other industries
- Carry out the quantitative analysis of financial statements
- Carry out the qualitative analysis of financial statements
- Analyse and interpret the results of quantitative analysis
- Discuss the limitations of financial statement analysis
- Report and advise on the results of financial statement analysis to management for decision-making

TARGET AUDIENCE
Insurance management trainees, trainee credit or investment analysts, and those interested in extracting meaning from insurance financial statements such as financial auditors.

PREREQUISITES
BIBF: Understanding Insurance Company Financial Statements (231)
Other: A certificate, diploma or degree course showing that the participant has met the objectives of Understanding Financial Statements OR at least six months of work experience in an organisation where the participant has been personally involved in performing tasks which meet all the intended learning outcomes stated in Understanding Financial Statements.

ASSESSMENT TYPE
This course is examinable.
ANALYSING ISLAMIC BANK FINANCIAL STATEMENTS
COURSE CODE 268

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

LEARNING OUTCOMES
• Differentiate between financial statements of the islamic banking sector and other industries
• Carry out the quantitative analysis of financial statements
• Carry out the qualitative analysis of financial statements
• Interpret the results of quantitative analysis
• Discuss the limitations of Islamic bank financial statements analysis
• Report and advise on the results of financial statement analysis to management for decision-making

TARGET AUDIENCE
Central Bank of Bahrain (CBB) staff and others with regulatory oversight over banks, as well as those interested in extracting meaning from bank financial statements such as bank financial auditors.

PREREQUISITES
BIBF: Understanding Islamic Bank Financial Statements (232) 
Other: A certificate, diploma or degree course showing that the participant has met the objectives of Understanding Islamic Bank Financial Statements Transactions OR at least six months of work experience in an organisation where the participant has been personally involved in performing tasks which meet all the intended learning outcomes stated in Understanding Islamic Bank Financial Statements.

ASSESSMENT TYPE
This course is examinable.

DURATION
• 5 DAYS (5 hours per day)
• 10 HOURS OF SELF-STUDY

START DATE(s)
22 - 26 DEC 2019

FEES
MEMBER ORGANISATIONS
GCC NATIONALS
BHD 125

OTHER NATIONALITIES
BHD 210

NON MEMBER ORGANISATIONS
ALL NATIONALITIES
BHD 375

COVERED BY LEVY

SUPPORTED BY TAMKEEN
FINANCIAL MODELLING WITH EXCEL – INTRODUCTION
COURSE CODE 252

The course is designed to introduce participants to the concepts of financial modelling using Excel, with a focus on modelling for Accounting.

LEARNING OUTCOMES
• Apply spreadsheet applications of financial management
• Intelligently model investment projects and financial statements
• Explain discounted cash flow modelling

TARGET AUDIENCE
Credit and financial analysts and corporate and banking staff.

PREREQUISITES
BIBF: Financial Statement Analysis (221) is required & Excel Basic (315) is recommended.
Other: A certificate, diploma or degree course showing that the participant has met the objectives of Financial Statement Analysis and Excel Basic OR at least six months of work experience in an organisation where the participant has been personally involved in performing tasks which meet all the intended learning outcomes stated in Financial Statement Analysis and Excel Basic.

ASSESSMENT TYPE
This course is examinable.

DURATION
• 5 DAYS (5 hours per day)
• 10 HOURS OF SELF-STUDY

START DATE(s)
17 - 21 FEB 2019
14 - 18 APR 2019
16 - 20 JUN 2019
24 - 28 NOV 2019

FEES
MEMBER ORGANISATIONS
GCC NATIONALS COVERED BY LEVY BHD 125
OTHER NATIONALITIES
NON MEMBER ORGANISATIONS ALL NATIONALITIES BHD 375
ADVANCED FINANCIAL MODELLING WITH EXCEL
COURSE CODE 253

This highly practical, hands-on course has been designed to build on a participant’s basic knowledge of finance and excel, and will strengthen 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 will then be applied to building high quality financial models where participants will have the chance to work on their own models.

LEARNING OUTCOMES
- Design, cross-check and effectively structure financial models
- Build robust and effective models in which add-ins can be performed and amendments made without destroying the integrity of the model
- Create and compare scenarios such as 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

TARGET AUDIENCE
Analysts, investors, investment advisers, planners and other finance professionals.

PREREQUISITES
BIBF: Financial Modelling with Excel – Introduction (252)
Other: A certificate, diploma or degree course showing that the participant has met the objectives of Financial Modelling with Excel – Introduction OR at least six months of work experience in an organisation where the participant has been personally involved in performing tasks which meet all the intended learning outcomes stated in Financial Modelling with Excel – Introduction.

ASSESSMENT TYPE
This course is examinable.

DURATION
• 5 DAYS (5 hours per day)
• 10 HOURS OF SELF-STUDY

START DATE(s)
01 - 05 DEC 2019

FEES
MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES
NON MEMBER ORGANISATIONS
ALL NATIONALITIES
COVERED BY LEVY
BHD 125
BHD 375
FINANCIAL MODELLING FOR PROJECT FINANCE
COURSE CODE 254

This course will help candidates develop knowledge and understanding of the five golden rules of financial modelling 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 focus of this course.

The course aim also includes ensuring that the modelling process is quicker and easier for the modeller, and the model is as flexible, robust and comprehensible as possible.

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

TARGET AUDIENCE
This course is designed for those involved in project finance.

PREREQUISITES
BIBF: Excel Basic (315) is recommended & Managerial Accounting: Introductory Managerial Accounting (213) is required. Other: A certificate, diploma or degree course showing that the participant has met the objectives of Managerial Accounting: Introductory Managerial Accounting and Excel Basic OR at least six months of work experience in an organisation where the participant has been personally involved in performing tasks which meet all the intended learning outcomes stated in Managerial Accounting: Introductory Managerial Accounting and Excel Basic.

ASSESSMENT TYPE
This course is examinable.

DURATION
• 5 DAYS (5 hours per day)
• 10 HOURS OF SELF-STUDY

START DATE(s)
22 - 26 SEP 2019

FEES
MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES
NON MEMBER ORGANISATIONS
ALL NATIONALITIES
COVERED BY LEVY
BHD 125
BHD 375
CASH FLOW MODELLING

COURSE CODE 298

The course is designed to introduce participants to the concepts of cash flow modelling using Excel, with a special focus on modelling for Accounting.

LEARNING OUTCOMES

- Apply spreadsheet applications to prepare financial statements
- Intelligently model analysis of cash flow statements
- Prepare and analyse forecasted cash flow statements

TARGET AUDIENCE

This course is designed for credit and financial analysts, and corporate and banking staff.

PREREQUISITES

None

ASSESSMENT TYPE

This course is examinable.
COMPUTERISED ACCOUNTING

COURSE CODE 256

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

LEARNING OUTCOMES

- Analyse and design a “manual accounting information systems” document
- Analyse and design an accounting information systems that satisfies the transaction processing, reporting and decision-making requirements of the management
- Distinguish data from information
- Record data using a computerised accounting information system and report it using an appropriate reporting outlet
- Analyse, design and document internal controls in a computerised accounting information systems
- Evaluate internal controls in a computerised accounting information system
- Evaluate a computerised accounting information system
- Integrate computer systems applications using a case study

TARGET AUDIENCE

This course is designed for those seeking to improve their skills in computerised accounting.

PREREQUISITES

BIBF: Accounting 1: Recording Financial Transactions (210)
Other: A certificate, diploma or degree course showing that the participant has met the objectives of Accounting1: Recording Financial Transactions OR at least six months of work experience in an organisation where the participant has been personally involved in performing tasks which meet all the intended learning outcomes stated in Accounting 1: Recording Financial Transactions.

ASSESSMENT TYPE

This course is examinable.

DURATION

- 5 DAYS
  (5 hours per day)
- 15 HOURS OF SELF-STUDY

START DATE(s)

06 - 10 OCT 2019

FEES

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<td>BHD 125</td>
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<td>BHD 375</td>
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| OTHER NATIONALITIES | BHD 125 |
| NON MEMBER ORGANISATIONS | BHD 375 |

SUPPORTED BY TAMKEEN
UNDERSTANDING THE EXTERNAL AUDITOR’S REPORT
COURSE CODE 242

This course provides participants with the knowledge to read and understand the external auditor report which is usually issued with published financial statements, and introduces the reader to the reporting International Standards on Auditing (ISA) issued by the International Auditing and Assurance Standards Board (IAASB).

LEARNING OUTCOMES

• Explain the terminology used in the auditor’s report
• Explain the respective responsibilities of management and external auditors
• Explain and identify the types of audit opinions given by the auditor

TARGET AUDIENCE

This course is designed for those seeking to understand the auditor’s report and the implications of the auditor’s opinion.

PREREQUISITES

BIBF: Understanding Financial Statements (220)
Other: A certificate, diploma or degree course showing that the participant has met the objectives of Understanding Financial Statements OR at least six months of work experience in an organisation where the participant has been personally involved in performing accounting tasks which meet all the intended learning outcomes stated in Understanding Financial Statements.

ASSESSMENT TYPE

This course is assessed.

DURATION

• 2 DAYS (5 hours per day)
• 2 HOURS OF SELF-STUDY

START DATE(s)

13 - 14 FEB 2019

FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

COVERED BY LEVY
BHD 50
BHD 150

NON MEMBER ORGANISATIONS
ALL NATIONALITIES
INTERNAL AUDIT
COURSE CODE 278

The course is designed to introduce participants to the concepts of internal audit, as it relates particularly to the financial matters of an organisation. It will also briefly cover other functional areas to which internal audit is relevant.

LEARNING OUTCOMES
• 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

TARGET AUDIENCE
This course is designed for individuals currently working in the internal audit function, and those seeking to gain an understanding of the role of internal audit in the organisation.

PREREQUISITES
BIBF: Accounting 1: Recording Financial Transactions (210)
Other: A certificate, diploma or degree course showing that the participant has met the objectives of Accounting 1: Recording Financial Transactions OR at least six months of work experience in an organisation where the participant has been personally involved in performing accounting tasks which meet all the intended learning outcomes stated in Accounting 1: Recording Financial Transactions.

ASSESSMENT TYPE
This course is examinable.
INTERNAL AUDIT TECHNIQUES WORKSHOP
COURSE CODE 288

The workshop is designed to introduce participants to the application of internal audit techniques in an audit assignments.

LEARNING OUTCOMES

PLAN THE INTERNAL AUDIT
• Determine engagement objectives and scope;
• Understand the auditee, including auditee objectives;
• Identify and assess risks;
• Identify key control activities;
• Evaluate adequacy of control design;
• Create a test plan;
• Develop a work program;
• Allocate resources to the engagement.

PERFORM AND EXECUTION OF INTERNAL AUDIT PLAN
• Conduct tests to gather evidence;
• Evaluate evidence gathered and reach conclusions;
• Develop observations and formulate recommendations.

COMMUNICATE AND REPORT WRITING
• Perform observation evaluation & escalation process;
• Conduct interim and preliminary engagement communications;
• Develop final engagement communications;
• Distribute formal and informal final communications;
• Perform monitoring and follow-up procedures.
INTERNAL AUDIT TECHNIQUES
WORKSHOP CONT.
COURSE CODE 288

TARGET AUDIENCE
This course is designed for internal auditors.

PREREQUISITES
BIBF: Introductory to Internal Audit (278)

ASSESSMENT TYPE
This course is assessed.

DURATION
• 2 DAYS (5 hours per day)
• 6 HOURS OF SELF-STUDY

START DATE(s)
18 - 19 DEC 2019

FEES
MEMBER ORGANISATIONS
GCC NATIONALS COVERED BY LEVY
BHD 50
OTHER NATIONALITIES
BHD 150
NON MEMBER ORGANISATIONS
ALL NATIONALITIES
INTERNAL CONTROLS, POLICIES & PROCEDURES
COURSE CODE 264

The course is designed to introduce the participant to various aspects of internal controls procedures such as objectives, techniques, limitations, consequences and benefits.

LEARNING OUTCOMES

• Define the purpose and summarise the benefits of internal controls
• Describe the main tools available and the process for developing new ones
• Evaluate the limitations of internal controls
• Identify weak internal controls
• Argue the need for policies and procedures
• Participate in writing clear and explicit policies and procedures
• Apply the internal control principles conceptually to their own organisation to reduce risk

TARGET AUDIENCE

This course will be of particular value and relevance to those requiring an introduction to the processes, terminology, techniques and tools of risk management in the financial services industry, including internal audit, policy and procedure writers, clerical staff, administrative staff, junior accountants, marketing staff, human resources, personal assistants, and middle managers. It will also be of benefit to those involved with the administration and resources of a firm, and private, public and government organizations.

PREREQUISITES

None.

ASSESSMENT TYPE

This course is examinable.

DURATION

• 3 DAYS (5 hours per day)
• 5 HOURS OF SELF-STUDY

START DATE(s)

29 - 31 DEC 2019

FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES
NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 75
BHD 225
INTRODUCTION TO BUSINESS & PROFESSIONAL ETHICS

COURSE CODE 274I

Ethics has become the burning issue of current moral philosophical thought, raising the spectre of responsibility at a time when responsibility seems entirely replaced by uncertainty and relativism. This course aims to introduce participants to the various schools of thought on the subject, explain different approaches as well professional ethics.

LEARNING OUTCOMES
- 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
- Explain the relevance of ethical-decision-making approaches to the professions

TARGET AUDIENCE
This course is beneficial to decision makers in the private and public sectors, working professionals and those who manage other people.

PREREQUISITES
None.

ASSESSMENT TYPE
This course is assessed.

DURATION
- 2 DAYS (5 hours per day)
- 8 HOURS OF SELF-STUDY

START DATE(s)
20 - 21 FEB 2019

FEES
MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES
NON MEMBER ORGANISATIONS
ALL NATIONALITIES
COVERED BY LEVY
BHD 50
BHD 150

SUPPORTED BY TAMKEEN
ADVANCED BUSINESS & PROFESSIONAL ETHICS
COURSE CODE 274A

Ethics has become the burning issue of current moral philosophical thought, raising the spectre 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 organisation, 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, such as the Enron Case, to identify the key ethics issues.

LEARNING OUTCOMES

• Analyse and evaluate the ethical issues in business and professional practice
• Discuss the nature of professions and professionalism focusing their own professions
• Apply ethical solution models to business and professional problems

TARGET AUDIENCE

This course is beneficial to decision makers in the private and public sectors, working professionals and those who manage other people.

PREREQUISITES

BIBF: Introduction to Business and Professional Ethics (274I)
Other: A certificate, diploma or degree course showing that the participant has met the objectives of Introduction to Business and Professional Ethics OR at least six months of work experience in an organisation where the participant has been personally involved work which meets all the intended learning outcomes stated in Introduction to Business and Professional Ethics.

ASSESSMENT TYPE

This course is examinable.

DURATION

• 4 DAYS (5 hours per day)
• 10 HOURS OF SELF-STUDY

START DATE(s)

05 - 08 MAY 2019

FEES

MEMBER ORGANISATIONS
GCC NATIONALS COVERED BY LEVY
OTHER NATIONALITIES BHD 100
NON MEMBER ORGANISATIONS ALL NATIONALITIES BHD 300
ANNUAL IFRS UPDATES
COURSE CODE FIN243

Companies reporting under International Financial Reporting Standards (IFRS) continue to face a steady flow of new standards and interpretations. The nature of the resulting changes ranges from significant amendments of fundamental principles to some minor changes from the Annual Improvements Process (AIP).

They will affect different areas of accounting, such as recognition, measurement, presentation and disclosure. This one-day technical update course has been specifically developed to bring experienced preparers and users of IFRS financial statements up-to-date with recent developments.

Course content includes coverage of newly effective and newly issued IFRSs and Interpretations, recent amendments to existing Standards and Interpretations, Exposure Drafts and other recent developments. Implementation issues are also discussed, and clear guidance is provided using practical examples.

LEARNING OUTCOMES
• Build on existing knowledge and be ready for compliance within the changing world of IFRSs
• Understand the numerous recent changes to IFRSs
• Learn to apply the latest developments, including those affecting first-time adoption of IFRSs
• Network and interact with other experienced practitioners
• Benefit from real-world illustrations and examples
• Plan ahead for expected future changes

TARGET AUDIENCE
Users of IFRS’s with a reasonable prior knowledge of the standards.

PREREQUISITES
None.

ASSESSMENT TYPE
This course is assessed.
PRINCIPLES OF VALUE ADDED TAX (VAT)
COURSE CODE FIN259

This is a comprehensive course on the Value Added Tax (VAT), targeting those who wish to learn about its implementational challenges and its impact to their respective business entities. This course will give participants' a clear and comprehensive understanding of all elements of VAT and its treatments for goods and services according the published GCC VAT legislation.

LEARNING OUTCOMES
- VAT Outline
- VAT Computations
- VAT Registration and Deregistration
- VAT Input Adjustments
- VAT Reporting
- VAT Regional and International Effects
- VAT Transactions and Documentation
- VAT Administration
- VAT Return

TARGET AUDIENCE
Financial and non-financial staff who are expected to be involved in VAT implementation such as Accountants, Product and Service developers, Costing specialists, Entrepreneurs, Product pricing specialists and Other Decision makers who want to learn how to manage all aspects of VAT implementation.

PREREQUISITES
BIBF: Basic knowledge of business transactions and competency in Arithmetics.

ASSESSMENT TYPE
This course is examinable.

DURATION
- 4 DAYS
  (6 hours per day)
- 15 HOURS OF SELF-STUDY

START DATE(s)
06 - 09 JAN 2019
03 - 06 FEB 2019
03 - 06 MAR 2019
07 - 10 APR 2019
10 - 13 JUN 2019
07 - 10 JUL 2019
06 - 09 OCT 2019
03 - 06 NOV 2019
01 - 04 DEC 2019

FEES
MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES
BHD 100
BHD 300
COVERED BY LEVY
NON MEMBER ORGANISATIONS
ALL NATIONALITIES

SUPPORTED BY TAMKEEN
ADVANCED PRINCIPLES OF (VAT)  
COURSE CODE FIN286  

This is an advanced level course targeting those who want to learn advance technical contents of VAT laws & its regulations to ensure better tax management practices.

This course will give participants’ a complete understanding of further elements of VAT and required treatments of business transactions according the published GCC VAT legislation.

LEARNING OUTCOMES  
• General Place of Supply Rules  
• VAT Adjustments  
• VAT Treatments  
• VAT Schemes  
• VAT Refunds  
• Administration

TARGET AUDIENCE  
Financial & Non-Financial staff who will be responsible to deal with all compliance & management related aspects of VAT for their respective business organizations.

PREREQUISITES  
BIBF: Participants must have attended the “Principles of VAT” course.

ASSESSMENT TYPE  
This course is examinable.

DURATION  
• 4 DAYS  
  (6 hours per day)  
• 15 HOURS OF SELF-STUDY

START DATE(s)  
20 - 23 JAN 2019  
24 - 27 FEB 2019  
17 - 20 MAR 2019  
28 - 30 APR 2019  
05 - 08 MAY 2019  
23 - 26 JUN 2019  
28 - 31 JUL 2019  
22 - 25 SEP 2019  
24 - 27 NOV 2019  
22 - 25 DEC 2019

FEES  
MEMBER ORGANISATIONS  
GCC NATIONALS  
COVERED BY LEVY  
BHD 100  
NON MEMBER ORGANISATIONS  
ALL NATIONALITIES  
BHD 300
VAT IMPLEMENTATION & CONTROL
COURSE CODE FIN287

This course is designed to provide brief knowledge that after implementation of Value Added Tax (VAT), where and how many changes are required in business financial accounts, management accounts and business strategic planning.

This course will give to participants’ a clear and comprehensive understanding that how VAT will impact financial and costing treatments for goods of services.

LEARNING OUTCOMES

• Conventional & VAT Transactions Treatment
• Required Changes in Financial Accounting
• Required Changes in Management Accounting
• Required Changes in Business Strategic Planning
• Required Changes in Business Budgets

TARGET AUDIENCE

Financial staff of business organisations who shall be responsible in VAT implementation and managing its impacts on financial areas of business such as Accountants, Product and Service developers, Costing specialists, Entrepreneurs, Product pricing specialists.

PREREQUISITES

Basic knowledge of accounting, business and VAT with competency in arithmetic. Participants’ who have attended BIBF’s course “Principles of VAT” and “Advanced Principles of VAT” will get more benefits.

ASSESSMENT TYPE

This course is examinable.
VAT FOR FINANCIAL SECTOR
COURSE CODE FIN283

The Financial Sector is one of the most complicated sectors to implement VAT. BIBF is offering a comprehensive course which is exclusively designed to meet the needs of the Financial Sector on how VAT will impact the sector and their operations. Participants will learn VAT treatments of financial products (Conventional & Islamic Banking) and services according the published VAT legislation of GCC countries.

LEARNING OUTCOMES
- VAT Fundamentals
- VAT on Financial Products
- Treatments of Financial Products
- VAT Adjustments
- VAT Reporting
- General Administration

TARGET AUDIENCE
Financial & Non-Financial staff from the financial sector who will be involved in the compliance of VAT on their operations.

PREREQUISITES
BIBF: Participants must have attended BIBF’s course on “Principles of VAT”.

ASSESSMENT TYPE
This course is assessed.

DURATION
- 2 DAYS
  (6 hours per day)
- 7 HOURS OF SELF-STUDY

START DATE(s)
13 - 14 JAN 2019
10 - 11 FEB 2019
10 - 11 MAR 2019
14 - 15 APR 2019
16 - 17 JUN 2019
21 - 22 JUL 2019
15 - 16 SEP 2019
13 - 14 OCT 2019
17 - 18 NOV 2019
18 - 19 DEC 2019

FEES
MEMBER ORGANISATIONS
GCC NATIONALS
COVERED BY LEVY
BHD 100
OTHER NATIONALITIES
NON MEMBER ORGANISATIONS
ALL NATIONALITIES
BHD 200

SUPPORTED BY TAMKEEN
VAT FOR INSURANCE SECTOR
COURSE CODE FIN2000

The Insurance Sector is among the one of complicated sector to implement this indirect tax. BIBF is offering a comprehensive course which is exclusively designed to meet the needs of the Insurance Sector on how VAT will impact the sector and their operations.

Participants’ will learn VAT treatments of the insurance products (Conventional & Islamic) and services according the published VAT legislation of GCC countries.

LEARNING OUTCOMES
• VAT Fundamentals
• VAT on Insurance Products
• Treatment of Insurance Products
• VAT Adjustments
• VAT Reporting
• General Administration

TARGET AUDIENCE
Financial and non-financial staff from the Insurance Sector who will be involved in compliance of VAT on their operations.

PREREQUISITES
BIBF: Participants must have attended BIBF’s course on “Principles of VAT”.

ASSESSMENT TYPE
This course is assessed.

DURATION
• 2 DAYS (6 hours per day)
• 7 HOURS OF SELF-STUDY

START DATE(s)
12 - 13 FEB 2019
16 - 17 APR 2019
18 - 19 JUN 2019
16 - 17 JUL 2019
17 - 18 SEP 2019
12 - 13 NOV 2019

FEES
MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES
NON MEMBER ORGANISATIONS
ALL NATIONALITIES
COVERED BY LEVY
BHD 100
BHD 200

TAX ACADEMY
SUPPORTED BY TAMKEEN
VAT FOR REAL ESTATE SECTOR
COURSE CODE FIN2001

The Real Estate Sector is one of the largest effected sector to implement VAT because of nature of Real Estate transactions. BIBF is offering a comprehensive course which is exclusively designed to meet the needs of the Real Estate Sector, on how VAT will impact the sector and their operations.

Participants will learn all VAT treatments applicable to Real Estate Sector transactions according the published VAT legislation of GCC countries.

LEARNING OUTCOMES

• VAT on Real Estate Supplies
• Real Estate Supplies and VAT Treatments
• Real Estate VAT Adjustments
• VAT Reporting
• Treatment of VAT Refunds
• VAT Input Adjustments
• General Administration

TARGET AUDIENCE

Financial and non-financial staff from the Real Estate Sector such as Builders, Developers, Financers, Services and Goods providers’ and Marketers which will be involved in compliance of VAT with their operations.

PREREQUISITES

BIBF: Participants must have attended BIBF’s course on “Principles of VAT”.

ASSESSMENT TYPE

This course is assessed.

DURATION

• 2 DAYS (6 hours per day)
• 8 HOURS OF SELF-STUDY

START DATE(s)

15 - 16 JAN 2019
12 - 13 MAR 2019
23 - 24 JUL 2019
15 - 16 OCT 2019
11 - 12 DEC 2019

FEES

MEMBER ORGANISATIONS
GCC NATIONALS COVERED BY LEVY
BHD 100

OTHER NATIONALITIES
BHD 200

NON MEMBER ORGANISATIONS
ALL NATIONALITIES
BHD 200
VAT FOR DIGITAL ECONOMY
COURSE CODE FIN261

The Digital Economy (e-business and e-commerce) Sector is among the one of the most complicated and technical sector to implement VAT. BIBF is offering a comprehensive workshop which is exclusively designed to meet the needs of the Digital Economy Sector, on how VAT will impact the sector and their operations.

Participants’ will learn VAT treatments of the digital economy transactions according the published VAT legislation of GCC countries.

LEARNING OUTCOMES

- VAT Fundamentals
- VAT on Digital Economy
- Electronic Commerce Transactions
- Regional and International Supplies
- Electronic Services and Place of Supply
- Digital Supplies through an Agent or Intermediary
- Input VAT Deduction
- VAT Reporting

TARGET AUDIENCE

Financial and non-financial staff from the Digital Economy Sector who will be involved in compliance of VAT with their operations.

PREREQUISITES

Participants’ must have attended BIBF’s course “Principles of VAT”.

ASSESSMENT TYPE

This course is non examinable.

DURATION

- 1 DAYS (6 hours per day)
- 3 HOURS OF SELF-STUDY

START DATE(s)

10 JAN 2019
11 APR 2019
05 SEP 2019

FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES
NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 50
BHD 100
MANAGING EXCISE TAX
COURSE CODE FIN284

This is a comprehensive workshop exclusively designed on the Excise Tax legislation, targeting those who wish to learn about its implementation challenges and its impacts to specific industries and business entities.

This workshop will provide clear and comprehensive understanding about all aspects of the Excise Tax law and its treatment for effected goods according the published Excise Tax legislation of GCC countries.

LEARNING OUTCOMES

- Scope of Excise Tax
- Excisable Items
- Excise Tax Calculations
- Excise Tax Registration and Deregistration Requirements
- Warehouses Licensing Procedures
- Excise Tax Suspension and Refunds Aspects
- Regional and International Impacts
- Excise Tax Administration
- Excise Tax Penalties
- Excise Tax Appeals

TARGET AUDIENCE

Financial & Non-Financial staff who are expected to be involved in Excise Tax implementation such as Accountants, Product & Service developers, Costing specialists, Entrepreneurs, Product pricing specialists and other decision makers who are interested to learn how to manage all aspects of Excise Tax legislation.

PREREQUISITES

BIBF: Basic knowledge of accounting and business with competency in arithmetic.

ASSESSMENT TYPE

This course is non examinable.

DURATION

- 1 DAYS (6 hours per day)
- 3 HOURS OF SELF-STUDY

START DATE(s)

02 MAY 2019
04 JUL 2019
31 OCT 2019

FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES
NON MEMBER ORGANISATIONS
ALL NATIONALITIES
 COVERED BY LEVY
BHD 50
BHD 100

TAX ACADEMY
COURSES CALENDAR
## ACCOUNTING & FINANCE
### 2019 COURSES

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BIBF TRAINING COURSES CATALOGUE 2019 / ACCOUNTING & FINANCE CALENDAR
# ACCOUNTING & FINANCE
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