

2016



Accounting Diploma



Accredited by :
IAO
INTERNATIONAL ACCREDITATION ORGANIZATION
HOUSTON U.S.A.



INVEST IN EDUCATION

What we stand for:

“What lies behind us and what lies before us are tiny matters compared with what lies within us.” We don’t believe that people need to be fixed. We believe the potential that lies inside each and every one of us is the key to unlimited growth. Our mission is to bring what’s inside out.

Why organizations need us

Companies spend more than \$300 billion annually for training and less than 10 percent of what people are taught sticks.

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- In the majority of trainings are about flipping through a binder or listening to engaging stories – but not actually trying any of the skills being taught.
- Organizations make training plans using the spray and pray approach; "let's train everyone on everything and pray it works"

Introduction:

The accounting diploma emphasizes how general purpose financial statements communicate information about the business corporation’s performance and position for users external to management. Approximately one third of the diploma emphasizes how the accountant processes and presents the information and includes exposure to recording transactions, adjusting balances and preparing financial statements for service and merchandise firms according to established rules and procedures. The balance of the course examines major elements of the statements such as cash, receivables, inventory, long-lived assets, depreciation, payroll, bonds, and other liabilities and stocks

Even better, all of the Accelerated Accounting courses are also equivalent requirements toward the Certified General Accountant, Certified Management Accountant and Chartered Accountant designations

The program is configured to provide its graduates with a solid understanding of the macro-environment of business, the industry-specific contexts of a variety of business enterprises and the economics of particular industries. Participants also learn the range of tasks and managerial practices in all the areas of accounting and finance

Main Objectives:

Reach new heights by completing an Accelerated Accounting Certificate or Diploma. Expand your education, advance your career and possibly start working towards a professional accounting designation.

In the program you will not only fine-tune your accounting skills, but you will also emerge with practical business skills applicable in the workplace. Put it all to use and you'll see your value grow.

Benefits:

- Comprehensive coverage of all areas of accounting and finance
- Preparing financial statements for a non-reporting entity
- Understand the profit and loss account and balance sheet
- Develop Cash flow analysis
- Prepare a budget consistent with the organization's strategic plan.
- Develop revenue and expense budgets.
- Identify all the appropriate costs to be included in a capital expenditure proposal.
- Apply cost control tools, analyze management variance reports and take proper corrective action.

Program Details:

- Total Number of Modules: 5 Modules
- Program duration: 5 Months
- Study Duration: 20 Hrs per week / 4 days per month
- Material: English Handouts
- Venue: EBC training Centre – Muscat
- CERTIFICATION REQUIRES ATTENDING AT LEAST 85% OF THE TOTAL SESSIONS.
- Upon successful completion of the final exam at the end of the program, participants are eligible to receive a **THE ART OF TRANSMATIONAL LEADERSHIP & INSTITUTIONAL EXCELLENCE**, accredited by **BRIT college UK** and **IAO – Houston – USA**



Diploma Content:



Financial Modeling
4 Days
From 10 to 13 / 04 / 2016

Module Profile:

- Financial Statements and Business Decisions
- The Need for Financial Reporting
- Introduction to MS Excel
- Working examples of Financial Model
- Constructing a Financial Model



Financial Accounting & Reporting
4 Days
From 08 to 11 / 05 / 2016

Module Profile:

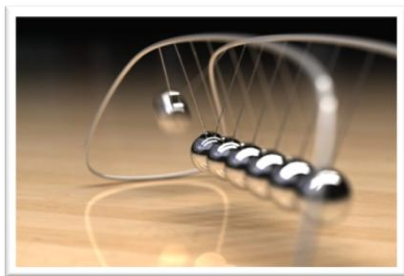
- Dealing with the fundamentals
- Fundamentals of accounting statements the profit & loss account
- Fundamentals of accounting statements the balance sheet
- Cash flow analysis and accounting issues
- Financial Analysis for Managers



Fast Closing End Accounts
4 Days
From 29 / 05 to 01 / 06 / 2016

Module Profile:

- Four Key Financial Statements
- The Evolving Role of Financial Accountants
- Closing Effectiveness and Efficiency
- Hard, Soft and Virtual Close
- Defining the Finance Function Stakeholders
- Setting Up a Plan for a Fast Close



Effective Budgeting & Cost Control
4 Days
From 17 to 20 / 07 / 2016

Module Profile:

- Setting Credit Policies
- The Strategic Planning Process
- Budget as a Planning Tool
- Aligning the Budget with the Organization's Strategy
- The Master Budget
- Zero-Based Budgeting
- Fixed Budgeting and Flexible Budgeting
- Break-Even Analysis



International Financial Reporting Standards (IFRS)

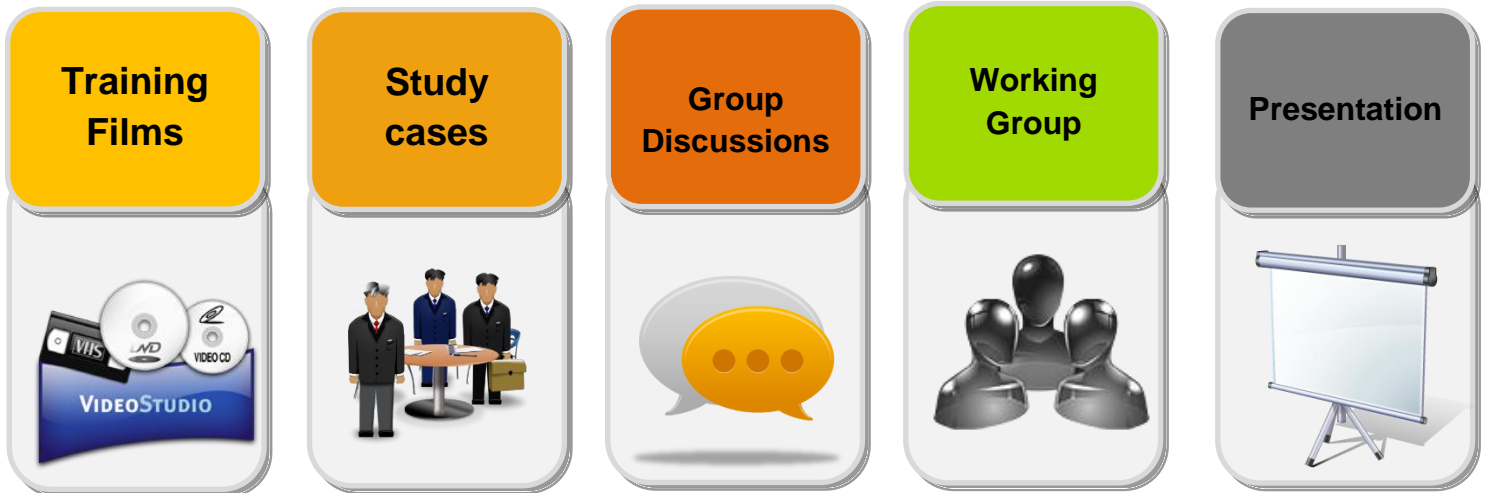
4 Days

From 14 to 17 / 08 / 2016

Module Profile:

- Basic principles of IFRS
- The IASB and its IFRS
- Application of IFRS
- Statement of Financial Position
- Statement of Comprehensive Income
- Statement of Changes in Equity
- Statement of Cash Flows: choice between direct and indirect method
- Events after the reporting period

Diploma Training Techniques



Power Point: This method is used during the presentation. As it is well known that trainees are not able to concentrate for a long time during presentation, so we make sure to present the training program in an attractive professional way, including interceptor information to attract their attention.

Discussion: The trainees interaction over the systematic group discussions , and their view expression is the most effective training tool ,The aim of this discussion is to have a Reactor participant and not only listener

Study cases : A real Cases from the business world and contemporary companies, Communicating their experiences and lessons learned to participants through this cases.

Working Groups: A Set of written or electronic applications, to implement the theoretical principles and strengthen the theoretical side presented during the training program. We at the European Business Center are keen to provide renewed applications compatible with the training program.

Questionnaire: One of the most extensively used method in training in purpose of trainees thinking type recognition and evaluating their thinking way and level. Therefore, we are keen to provide the trainees with a range of questionnaires at the beginning of each program to identify their levels and their expectation from the training.

Training Materials: Each participant will receive a training kit consist of the following:

Hard copy of the training materials: neatly and professionally prepared uncluttered depending on the training program

Soft copy of the training materials: A power point presentation in electronic form on a USB, so participant can revise the training program as it was presented.

Questionnaires & Exercises: Each participant will get a full copy of all the exercises and questionnaires

Training Quality Guarantee:

The European Business Center for Training and Development Keens to ensure the quality of all its training programs through a clear methodology, The Center by using his broad experience in training and developing was able to develop a methodology represented in two phases to maintain the quality :

At the beginning of Diploma:

- To make sure to clarify the functional and behavioral objectives to the participants in a clearway.
- Transferring the functional and behavioral objectives to training objectives
- Determine the trainee 's level before starting the diploma program .
- Make sure to identify the actual training needs of the trainee.

At the end of Diploma:

- The centre will distribute the identification form to participant
- Preparing and sending a graphic evaluation report of the diploma trainees to their training management.
- Preparing and sending the trainer evaluation report to the trainees
- Determining the trainee 's level at the end of the training

Training Implementation Mechanism

- length of diploma program is 5 months one course monthly
- Each course 4 days – Sunday till Wednesday – from 09:00 AM to 02:30 PM
- Venue : EBC Training Center , Al Khuwair , Muscat
- A certified instructor specialized in the course content and outlines will oversees each course
- 70% of the course will be practical (working group & playing role)
- Each Participant attend 85% of the diploma program will receive a Course Certificate accredited by IAO – Houston U.S.A
- Coffee Break (Snacks) on daily basic during the course
- Each participant will receive a diploma acceptance certification from Brit University upon registration
- Professionals Trainers with High Efficiency will Supervise the Diploma Program

Diploma Program Closer

The diploma program closing ceremony will be held in one of the five stars hotel in Muscat in two session:

First Session: Each participant will be given ten minutes to make a visual

Presentation, presenting his vision on his Workplace, lessons learned
From the program and



Second Session:

Closing Ceremony

Certificate & Gift distribution

Participants Evaluation:

NO.	Evaluation Items	Grade
1	Attendance Measured by the daily attendance schedule	From 20
2	Participation and Interaction during the diploma program Measured by the trainers Evaluation of the participant	From 10
3	knowledge acquisition A knowledge test at the end of the diploma	From 20
4	Ability to apply the acquired skills Measured by diploma trainers and through Working groups	From 10
5	Presentation & Delivering Skills Measured through a visual presentations made by the participant during the diploma program	From 10
6	Teamwork efficiency and Teams leading Measured through Working Groups during the diploma program	From 10
7	Communication Quality Measured Through Playing roles exercises & Judging the participant ability	From 10
8	Creative abilities and Problem solving Measured though case studies related to problems	From 10
Total Final Grades		100 Marks

Diploma Certificate

- Upon successful completion of the final exam at the end of the program, participants are eligible to receive a THE ART OF TRANSMATIONAL LEADERSHIP & INSTITUTIONAL EXCELLENCE, accredited by BRIT college UK and IAO – Houston – USA

European Business center for
training & Development



International Accreditation Organization
Huston US- IAO



BRIT college
UK



REGISTRATION FEES:

- **OMR 2450 / per participant, registration fees should be fully paid at the end of the first week of the Diploma Program**

FEES INCLUDE:

- **Diploma registration fees**
- **Training Materials (Soft & Hard Copies)**
- **Coffee Breaks & Snacks**

Coordination and follow up

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