

2018



Course Title	DBA (UK) (Diploma in Business Accounting)
Total Units: 6	<ol style="list-style-type: none">1. Business Communication & Report Writing2. Mathematics & Quantitative Mathematics3. Business Economics4. Fundamentals of Financial Accounting5. Fundamentals of Management Accounting6. IT in Business
Learning Hours	36
Academic Hours	24
Practice Hours	12
Assessment	Exams / Article / Financial Training / Experience
Candidate Minimum Qualification	10 Years of education or Equivalence

Unit	Summary & Learning Objectives
<p><u>Unit-1</u> Business Communications & Report Writing</p> <p>Credit Hours: 6</p>	<p><u>Unit Summary</u></p> <p>Information oils the wheels of an organization! Communication enables the organizational development and growth in all its aspects. Communication is becoming a critical factor to organizational growth and development. It is also a fact that governments and organizations that effectively communicate tend to succeed in achieving their intentions.</p> <p>This course is designed to expand your knowledge of Business communication and to refine your communication skills. The course will particularly pay close attention to developing purposive, clear, concise, communication styles and sensitivity to various audiences' needs and interests. Through reading, discussion and lectures we will evaluate how various organizations currently manage their communications, considering not only how they perform but also how they might improve. While we will focus primarily on business communication, many of the skills you develop will be transferable to any form of public communication.</p> <p><u>Learning Outcomes</u></p> <p>Upon completion, learner should be able to:</p> <ol style="list-style-type: none"> 1. Prepare a written business report that is clear, logical, concise, grammatically correct, and clear to the target audience. 2. Present an oral argument that is logical, compelling, and clear to the target audience.
<p><u>Unit-2</u> Business Mathematics & Quantitative Methods</p> <p>Credit Hours: 6</p>	<p><u>Unit Summary</u></p> <p>Mathematical and quantitative methods are applied to a wide variety of problems ranging from business to medicine to agriculture. The students of Business & Economics will be using these methods extensively in their careers.</p> <p>This course is aimed to provide a review of basic mathematical concepts and tools, along with a more detailed discussion on their applications in Business & Economics. This course will also provide necessary quantitative background for advance courses in the areas of Business, Finance, Operations, and Economics.</p> <p><u>Learning Outcomes:</u></p> <p>Upon completion, learner should be able to:</p> <ol style="list-style-type: none"> 1. Review basic mathematical concepts and tools.

	<ol style="list-style-type: none"> 2. Describe how mathematics relates to decision making in areas of Business & Economics. 3. Demonstrate understanding of concepts in two quantitative methods. 4. Employ methods related to these concepts in a variety of financial applications. 5. Apply logical thinking to problem solving in context. 6. Use appropriate technology to aid problem solving. 7. Demonstrate skills in writing mathematics.
<p><u>Unit-3</u> Business Economics</p> <p>Credit Hours: 6</p>	<p><u>Unit Summary</u></p> <p>The unit is an Introduction to business economics, with an emphasis on firms and their operating environment. Pricing and output decisions and cost and profit determination in competitive, imperfectly competitive, and monopolistic markets. Macroeconomic factors and policies affecting business activity in a small open economy.</p> <p>Economics is not a collection of facts to be written down and memorized. Economics is a way of thinking about the world – and the world is always changing. Economists have developed a set of simple but widely applicable concepts and principles that are useful for understanding economic situations ranging from decisions that individuals make every day to decisions made by firms and governments in complex markets. The objective of this course is to help students learn and understand these concepts and principles and to apply them to a variety of economic situations.</p> <p><u>Learning Outcomes:</u></p> <p>Upon completion, learner should be able to:</p> <ol style="list-style-type: none"> 1. Describe explain key micro- and macro-economic concepts. 2. Construct economic arguments in terms of these concepts. 3. Understand and apply supply and demand analysis to relevant economic issues; 4. Understand the causes and consequences of different market structures; 5. Apply economic models to examine current economic issues and evaluate policy options for addressing these issues; 6. Apply simple economic models to the analysis of the relevant economic issues.
<p><u>Unit-4</u> Fundamentals of Financial Accounting</p> <p>Credit Hours: 6</p>	<p><u>Unit Summary</u></p> <p>Accounting can be considered the language of business. Mastery of accounting primarily rests in your ability to critically think through and synthesize the information as it applies to a given situation. There are several sub-disciplines that fall under the umbrella of "accounting," but in this course, we will be focused on financial accounting. Accounting as a business discipline can be viewed as a system of compiled data. The word data should not be confused with "information." In terms of accounting, "data" should be viewed as the raw transactions or business activity that</p>

happens within any business entity. Taking this data and transforming it into useful information is what happens when accounting is implemented within a business. The word information should be viewed as the communicated results of the data as it has happened in the business within a specified period. This information is used by decision makers to support how they determine specific courses of action within the business.

Learning Outcomes:

Upon completion, learner should be able to:

1. Demonstrate an understanding of the foundational principles and objectives of accounting.
2. Apply the accounting equation to illustrate the impact of business transactions and to transform business transactions (data) into usable information.
3. Describe the accounting cycle and identify specific debits and credits, journals, t-accounts, a trial balance, and resulting financial statements.
4. Discuss and demonstrate the use of the accounting worksheet as a means of preparing financial statements.
5. Explain and execute the closing process for a specified accounting cycle.
6. Identify the foundational accounting concepts, assumptions, and principles through the analysis of specific business situations.
7. Locate public company financial statements, and read and interpret financial statements.
8. Identify and analyze accounting transactions of a merchandising company.
9. Define and solve for specific business events involving various inventory methods.
10. Define and apply the accounting elements associated with receivables and payables.
11. Identify, record, and depreciate property, plant, and equipment.
12. Distinguish between tangible and intangible assets.
13. Describe the difference between bonds and capital stock; Account for bonds and capital stock.
14. Account for paid-in capital, cash dividends, stock dividends, stock splits, and retained earnings appropriations.
15. Describe the types of business transactions that are included in operating, investing, and financing activities on the statement of cash flows; prepare a statement of cash flows.

**Unit-5
Fundamentals of
Management
Accounting**

**Credit
Hours: 6**

Unit Summary:

Firm managers often need information that is much more detailed than the data provided financial reports. They use what is known as "management accounting" to make various decisions about their businesses. To avoid information overload, much of their data is tailored to the needs of a business unit instead of generally applicable to the firm. As one might expect, different managers have different needs. However, almost all management decisions deal with the same key issues: cost, price, and profit. This course will examine this sort of decision-making, identifying the tools and

methods managers use to make the best-informed decisions possible. This course begins with an introduction to the terms that will be referenced in the later units. It will then discuss the various methods and theories that managers deploy when tracking costs and profits. Upon completion of this course, students will be better prepared to make informed decisions within a firm.

Learning Outcomes:

Upon completion, learner should be able to:

1. Compare & contrast financial accounting and managerial accounting in terms of audience, reporting, time frame, and use of information.
2. Describe, record and, analyze transactions of a manufacturing business.
3. Calculate cost information and use it to support operating and strategic decisions regarding products, customers, and long-term assets.
4. Explain how managerial accounting information facilitates planning, controlling, and decision-making activities.
5. Interpret time value of money calculations to make capital budgeting decisions; and describe why managerial accounting requires a cross-functional team.

Unit-6
Information
Technology (IT) in
Business

Credit
Hours: 6

Unit Summary:

The course provides the necessary background to enable learners to understand tradeoffs in information systems hardware, software, and architecture for effective use in the business environment. Topics covered include information technology planning and strategy, trends in computer hardware and systems software, telecommunications and network management, control and management of information resources, distributed and client-server technologies, and data representation and visualization.

Learning Outcomes:

Upon completion, learner should be able to:

1. Demonstrate an understanding of the terminology associated with information and communication technology.
2. Demonstrate an understanding of the computer workstation environment.
3. Manage electronic files and folders.
4. Analyze options for accessing the internet.
5. Apply effective techniques when conducting electronic research.
6. Use word processing software to create common business documents.
7. Use spreadsheet software to perform a variety of tasks.
8. Manage information, using database software.

9. Use presentation software to create and deliver effective presentations.
10. Demonstrate an understanding of the characteristics of effective business documents and communications.

Form: AE-V	International Students
Enrolment Exemptions Examination	

PERSONAL DETAILS

Surname/Family Name:

First/given names:

Middle names:

Title (Dr, Mr., Mrs., Ms, Miss, etc):

Sex (male or female)

Date of birth:

ADDRESSES

Permanent home address:

Address for Correspondence (if different from home address)

Tel:

Mobile:

Tel:

Mobile:

Email:

Email:

PROGRAMME OF STUDY

Application Level and Progressive / Diploma Route:

Enrollment Exemption Examination

DBA (Diploma in Business Accounting)

ADIP (Advanced Diploma in Public Accounting)

IFRD (International Financial Reporting Diploma)

CPA (The Certified Practising Accountant)

FMD (Financial Management Diploma)

AID (HR) (Advanced International Diploma in HR)

Would you like to continue to become a qualified Certified Public Accountant (CPA) professional? YES NO

METHOD OF STUDY

Distance Learning

Full Time

Online

EDUCATION AND QUALIFICATION

Name of Institution	Year	Qualification / Award	Major subject(s)

NB: Photocopies of all certificates and course transcripts awarded for these qualifications must be enclosed with this application.

EMPLOYMENT DETAILS / OTHER EXPERIENCE

Designation / Post	Employer	From	To

OTHER INFORMATION

Finding out about the CPAPRO® UK ... How did you first learn about us?

Where did you obtain this application form?

ALL APPLICANTS should note that The Association of International Certified Public Accountants (CPAPRO® UK) reserves the right to make without notice changes in regulations, courses, fees etc. at any time before or after a candidate's admission. Admission to the program is subject to the requirement that the candidate will comply with the association's registration procedure and will duly observe the Memorandum & Articles of Association, Bylaws and Regulations from time to time in force.

DECLARATION (to be signed by all applicants) I confirm that the information given on this form is true, complete and accurate and no information requested or other materials information has been omitted.

Signature (Applicant):

Date:

Checklist of Application

- Application, including signature of applicant
- Two photographs, taken within last six months
- Photocopy of CNIC and / or Passport
- Official high school, college and university transcripts from every institution you have attended
- Official membership certificates from every professional body you have been awarded the membership status
- Updated professional resume
- Fee deposit receipt
- Professional reference from 1 referee

Complete the form and send to us through: registration@cpapro.eu along-with required documents

PROFESSIONAL REFERENCE (To Be Provided By All Applicants)

TO THE REFEREE

The above-named is applying for admission to The Association of International Certified Public Accountants (CPAPRO® UK), and has named you as a referee. We would be grateful to receive, in confidence, your opinion of the candidate's suitability for the proposed course of study. Thank you for providing a reference.

Surname/Family name:

Title: (Dr., Mr., Ms., etc)

Company & Position:

Qualification:

Relationship to Applicant:

Tel:

Email:

How long have you known the applicant?

Your Comment on the above applicant OR Reference letter attached

Signature: _____

Date: _____