

2018



Course Title	FMD (UK) (Financial Management Diploma)
Total Units: 6	1. Business Taxation 2. Corporate Reporting 3. Operations Management 4. Financial Management 5. Performance Management 6. Information Systems, IT Audit & Control
Learning Hours	36
Academic Hours	24
Practice Hours	12
Assessment	Exam / Article / Financial Training / Experience
Candidate Minimum Qualification	12 Years of education or IFRD (UK) or Equivalence

Unit	Summary & Learning Objectives
<p><u>Unit-1</u> Business Taxation</p> <p>Credit Hours: 6</p>	<p><u>Unit Summary:</u></p> <p>Tax law is a complex and continually changing area of law. This module is designed to provide a broad understanding of the major topics which affect business taxpayers generally. The emphasis throughout will be on practical concepts with appropriate weight being given to the research of both legal questions and recent developments in the law. The overall aim of the course is to provide students with a comprehensive knowledge of the basic principles of taxation and how these principles are to be applied to businesses.</p> <p><u>Learning Outcomes:</u></p> <p>Upon completion, learner should be able to:</p> <ol style="list-style-type: none"> 1. Identify and comply with the relevant provisions of the relevant Tax Act as and how it relates to the taxation of individuals and businesses. 2. Determine income subject to taxation including; employment income, property income, self-employment income, capital gains and losses and other sources of income. 3. Identify, interpret and evaluate the various deductions, non-refundable tax credits and refundable tax credits available to individuals and businesses. 4. Apply income tax concepts and principles to complete computerized tax returns for a wide variety of circumstances. 5. Apply tax planning principles to minimize exposure to income tax to the extent permitted by law.
<p><u>Unit-2</u> Corporate Reporting</p> <p>Credit Hours: 6</p>	<p><u>Unit Summary</u></p> <p>Information contained in corporate reports is the product of corporate accounting and external reporting systems that measure and routinely disclose audited, quantitative data and unaudited qualitative data concerning the financial position and performance of firms. Audited balance sheets, income statements, and cash-flow statements, along with many supporting disclosures, form the foundation of the firm-specific information set available to investors and regulators. This module covers current topics in corporate reporting, disclosure and transparency. By analyzing these problems with respect to the corresponding theories and practices of corporate reporting, this module aims at helping learners develop their analytical skills and ability to think critically on the accounting standard setting process, the costs and benefits of disclosure, and the users' information needs and the uses of corporate disclosures in various corporate governance contexts. Learners will be required to</p>

critically evaluate various contemporary accounting valuation, reporting and disclosure issues.

Learning Outcomes:

Upon completion, learner should be able to:

1. Describe and explain the language, concepts and use of financial accounts and reports.
2. Demonstrate a sound understanding of the significance of accounting information systems for both effective financial reporting and good corporate governance.
3. Demonstrate a systematic understanding and thorough appreciation of the regulatory framework for the preparation and presentation of financial statements.
4. Apply the skills necessary for the preparation and presentation of financial statements for different forms of organization in compliance with legal and regulatory requirements.
5. Interpret and critically analyze corporate financial accounts and reports reflecting on the limitations of both published accounts and standard analytical techniques.
6. Describe and explain the relationship between financial reporting and corporate governance.
7. Show an understanding of selected current issues in financial reporting and analysis.
8. Prepare reports and presentations relating to financial matters for the board and senior officers of organizations.

Unit-3
Operations
Management

Credit
Hours: 6

Unit Summary

Operations Management is concerned with the management of business processes that produce tangible goods or intangible services. This module introduces major concepts and tools used to design, control, and improve business processes from the principles of Operations Management. For various types of operations that produce tangible goods or intangible services, the module covers issues and topics in operations management such as process measurement, bottleneck management, service improvement, process synchronization and improvement, and statistical quality control techniques, etc.

Learning Outcomes:

Upon completion, learner should be able to:

1. Understand business process and operations from a general management perspective.
2. Learn tools, analytical frameworks and general principles for managing operations.

3. Analyze business operations using appropriate performance measures, such as flow time, throughput rate and capacity.
4. Propose business solutions in written and verbal forms for operations improvement and process design projects.
5. Identify inefficiency and ineffectiveness in business operations and propose adequate minor changes or major redesigns to improve the process.
6. Understand the theory and implementations of quality control activities for different industries.

Unit-4
Financial
Management

Credit
Hours: 6

Unit Summary

The focus of this module is in area of financial management and it will guide learners how to interface with accounting and finance departments within an organization. It will develop the financial skills and logical thought processes necessary to understand and discuss financial policy decisions in a global economy. learners develop an understanding of business finance which deals with how organizations effectively manage their operating and fixed assets and fund them with an optimal mix of debt and equity financing. Topics include financial statement analysis, financial forecasting, working capital management and short-term borrowing, valuing financial assets, cost of capital, capital budgeting and risk, capital markets and sources of long-term financing, etc.

Learning Outcomes:

Upon completion, learner should be able to:

1. Understand basic framework of the financial system.
2. Interpret and create standard financial statements.
3. Perform financial statement analysis for the purposes of evaluating and forecasting in financial management.
4. Evaluate a firm's working capital position.
5. Manage the components of working capital to minimize the cost of carrying current assets and the cost of short-term borrowing.
6. Calculate or describe the common measures of investment performance.
7. Understanding of the differing rates of returns for differing assets.
8. Understand how capital structure is related to investing decisions.
9. Calculate Weighted Average Cost of Capital.
10. Understand the various techniques used in capital budgeting decisions.
11. Describe techniques used to forecast financial statements.
12. Calculate the Equity and Company Value of assets and Companies
13. Estimate the components of cost of capital by applying time value of money principles.
14. Perform net present value analysis for capital budgeting purposes.

	<p>15. Evaluate the cost of debt, preferred stock, and common stock as sources of capital.</p>
<p><u>Unit-5</u> Performance Management</p> <p>Credit Hours: 6</p>	<p><u>Unit Summary</u></p> <p>The purpose of this module is to understand the importance of Performance Management in business and how it can contribute to measure the level of strategy implementation towards results of a company or institution. Learners will therefore obtain a basic understanding about the critical aspects, when developing a performance management & measurement system. This module furthers students' concepts and techniques in cost and management accounting; to develop students' ability in using relevant accounting data for management policy determination, decision making and performance evaluation. Emphasis is placed on budgeting and budgetary control system, standard costing and variance analysis, critical evaluation of performance measurement, and identify the recent trends and issues of management accounting in contemporary business world.</p> <p><u>Learning Outcomes:</u></p> <p>Upon completion, learner should be able to understand:</p> <ol style="list-style-type: none"> 1. The control functions of management. 2. The management control alternatives and their effects. 3. The financial results control systems. 4. The performance measurement issues and their effects. 5. The Creation of Strategy maps. 6. The creation of performance measures.
<p><u>Unit-6</u> Information Systems, IT Audit & Control</p> <p>Credit Hours: 6</p>	<p><u>Unit Summary:</u></p> <p>This module intends to teach audit and control aspects of information systems. Students will learn about risks, controls, audit and computer fraud detection techniques related to key information systems areas.</p> <p>The module acquaints the learners with systems audit, control concepts, and management practices. As business continues towards a more substantial reliance upon the capabilities of information systems, it becomes increasingly important for auditors to understand information systems and how they relate to financial and general organizational controls. Through this module, learners will get guidance towards audits through information systems. They will understand the purpose of controls in an information systems environment and learn how the access to systems, resources, and data can be controlled while being able to assess the design, placement, and quality of controls. Learners will further understand some of the</p>

underlying basics of computer security policies, models, and problems. The module also offers guidance towards models for dealing with risk and understanding the basic issues in auditing computer security policies and mechanisms.

Learning Outcomes:

Upon completion, learner should be able to understand:

1. Fundamentals of information systems, effects of computer on internal control, and effects of computer on auditing.
2. Management controls for evaluating the planning and organizing function.
3. System development management controls, auditing systems development, techniques for studying existing system.
4. Conducting of information system audit, audit risks, & types of audit procedures.
5. Steps in audit and auditing through computers.
6. Data repository systems (databases etc.), exposures, and measures.
7. Security management controls, developing a security program, exposure analysis, controls adjustment, and report preparation.
8. Major security threats and remedial measures, and controls of last resort,
9. Operation management controls, production management controls, capacity planning and performance monitoring, and management of out sourced operations.
10. Quality assurance management functions and controls.
11. Application boundary controls, cryptographic controls, pins, digital signatures, plastic cards, audit trail controls.
12. Control and functional capabilities of audit software alongwith use of software to assess operational efficiency, effectiveness, and reliability.
13. Evaluating asset safeguarding and data integrity, determinants of judgment and performance.
14. Evaluating system effectiveness, effectiveness evaluation process, and model of information system effectiveness.
15. Managing the information system audit function planning.
16. Managing the information system audit function features and control.

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: _____