

COURSE OVERVIEW FM0069
Certified Fixed Assets Professional

Course Title

Certified Fixed Assets Professional

Course Date/Venue

Session 1: July 26-30, 2026/Crowne Meeting Room,
 Crowne Plaza Al Khobar, an IHG Hotel, Al
 Khobar, KSA

Session 2: September 06-10, 2026/Tamra Meeting
 Room, Al Bandar Rotana Creek, Dubai,
 UAE



Course Reference

FM0069



Course Duration/Credits

Five days/3.0 CEUs/30 PDHs

Course Description



This practical and highly-interactive course includes various practical sessions and exercises. Theory learnt will be applied using the “MS Excel” application.



This course is designed to provide participants with a detailed and up-to-date overview of Certified Fixed Assets Professional. It covers the importance and role of fixed assets in businesses; the types and depreciation of fixed assets and acquisition fixed assets; the lifecycle of fixed assets; the ledger entries and accounting principles related to fixed assets; the role of auditing in fixed asset management; and the techniques for auditing fixed assets.



During this interactive course, participants will learn the laws and regulations related to fixed assets and role of regulatory bodies; the ethics in fixed asset management and integrating fixed asset software with other systems; the benefits and challenges of technology in fixed asset management; the asset impairment, revaluation of assets and capital budgeting; and the role of fixed asset management in strategic planning.

Course Objectives/Outcomes & Benefits for the Participants

Upon the successful completion of this course, each participant will be able to:-

- Get certified as a “*Certified Fixed Assets Professional*”
- Discuss the importance and role of fixed assets in businesses
- Recognize the types and depreciation of fixed assets and acquisition fixed assets
- Illustrate the lifecycle of fixed assets covering purchase, use, enhancement and disposal
- Manage ledger entries and accounting principles related to fixed assets
- Explain the role of auditing in fixed asset management and apply techniques for auditing fixed assets
- Discuss the laws and regulations related to fixed assets and role of regulatory bodies
- Apply ethics in fixed asset management and integrate fixed asset software with other systems
- Discuss the benefits and challenges of technology in fixed asset management covering cost efficiency, accuracy, compliance, training and adaptation challenges
- Recognize asset impairment, revaluation of assets and capital budgeting as well as the role of fixed asset management in strategic planning

Exclusive Smart Training Kit - H-STK®



*Participants of this course will receive the exclusive “Haward Smart Training Kit” (H-STK®). The H-STK® consists of a comprehensive set of technical content which includes **electronic version** of the course materials conveniently saved in a **Tablet PC**.*

Who Should Attend

This course provides a basic overview of all significant aspects and considerations of fixed assets for supervisors, account managers, purchasing and facility supervisors and coordinators, financial controllers, new employees handling fixed assets, internal auditors, maintenance assistants and managers and operations managers.

Course Fee

US\$ 5,500 per Delegate + **VAT**. This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Accommodation

Accommodation is not included in the course fees. However, any accommodation required can be arranged at the time of booking.

Course Certificate(s)

- (1) Internationally recognized Competency Certificates and Plastic Wallet Cards will be issued to participants who completed a minimum of 80% of the total tuition hours and successfully passed the exam at the end of the course. Successful candidate will be certified as a “*Certified Fixed Assets Professional*”. Certificates are valid for 5 years.

Recertification is FOC for a Lifetime.

Sample of Certificates

The following are samples of the certificates that will be awarded to course participants: -



- (2) Official Transcript of Records will be provided to the successful delegates with the equivalent number of ANSI/IACET accredited Continuing Education Units (CEUs) earned during the course.

* Haward Technology * CEUs * Haward Technology * CEUs * Haward Technology * CEUs * Haward Technology *



Haward Technology Middle East

Continuing Professional Development (HTME-CPD)

CEUs

CEU Official Transcript of Records

TOR Issuance Date: 14-Nov-22

HTME No. 74851

Participant Name: Waleed Al Habeeb

Program Ref.	Program Title	Program Date	No. of Contact Hours	CEU's
FM0069	Certified Fixed Assets Professional	November 10-14, 2022	30	3.0

Total No. of CEU's Earned as of TOR Issuance Date **3.0**

TRUE COPY



Jaryl Castillo
Academic Director

Haward Technology has been approved as an Authorized Provider by the International Association for Continuing Education and Training (IACET), 2201 Cooperative Way, Suite 600, Herndon, VA 20171, USA. In obtaining this approval, Haward Technology has demonstrated that it complies with the ANSI/IACET 1-2013 Standard which is widely recognized as the standard of good practice internationally. As a result of their Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for programs that qualify under the ANSI/IACET 1-2013 Standard.

Haward Technology's courses meet the professional certification and continuing education requirements for participants seeking Continuing Education Units (CEUs) in accordance with the rules & regulations of the International Association for Continuing Education & Training (IACET). IACET is an international authority that evaluates programs according to strict, research-based criteria and guidelines. The CEU is an internationally accepted uniform unit of measurement in qualified courses of continuing education.

Haward Technology is accredited by










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* Haward Technology * CEUs * Haward Technology * CEUs * Haward Technology * CEUs * Haward Technology *

Certificate Accreditations

Haward's certificates are accredited by the following international accreditation organizations: -

- 
British Accreditation Council (BAC)

Haward Technology is accredited by the **British Accreditation Council** for **Independent Further and Higher Education** as an **International Centre**. Haward's certificates are internationally recognized and accredited by the British Accreditation Council (BAC). BAC is the British accrediting body responsible for setting standards within independent further and higher education sector in the UK and overseas. As a BAC-accredited international centre, Haward Technology meets all of the international higher education criteria and standards set by BAC.

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The International Accreditors for Continuing Education and Training (IACET - USA)

Haward Technology is an Authorized Training Provider by the International Accreditors for Continuing Education and Training (IACET), 2201 Cooperative Way, Suite 600, Herndon, VA 20171, USA. In obtaining this authority, Haward Technology has demonstrated that it complies with the **ANSI/IACET 2018-1 Standard** which is widely recognized as the standard of good practice internationally. As a result of our Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for its programs that qualify under the **ANSI/IACET 2018-1 Standard**.

Haward Technology's courses meet the professional certification and continuing education requirements for participants seeking **Continuing Education Units** (CEUs) in accordance with the rules & regulations of the International Accreditors for Continuing Education & Training (IACET). IACET is an international authority that evaluates programs according to strict, research-based criteria and guidelines. The CEU is an internationally accepted uniform unit of measurement in qualified courses of continuing education.

Haward Technology Middle East will award **3.0 CEUs** (Continuing Education Units) or **30 PDHs** (Professional Development Hours) for participants who completed the total tuition hours of this program. One CEU is equivalent to ten Professional Development Hours (PDHs) or ten contact hours of the participation in and completion of Haward Technology programs. A permanent record of a participant's involvement and awarding of CEU will be maintained by Haward Technology. Haward Technology will provide a copy of the participant's CEU and PDH Transcript of Records upon request.

Course Instructor(s)

This course will be conducted by the following instructor(s). However, we have the right to change the course instructor(s) prior to the course date and inform participants accordingly:



Mr. Mike Taylor, MScLI, MBA, MBL, BSc, is a **Senior Management & Financial Consultant** with over **25 years** of extensive experience in the areas of **Financial Budgeting, Financial Planning Control & Performance Measurement; Budgeting & Costing** for Decision Making, **Financial & Accounting Management, Planning, Budgeting & Cost Control, Payroll Management, & Payroll Analysis, Talent Management, Talent Identification, Talent Assessment, Talent Review Meetings, Performance Management, Succession Planning, Competency-based Programs, Project Management, Supply Chain Management, Communication Skills, Corporate Planning, Performance Drive, Ownership, Adaptability & Learning, HSSE & Sustainability, Teamwork, Leadership Management, Quality Management System, Facilitation & Leadership Skills, Coaching, Human Resource Development, Psychometric Testing, Career Development & Competence, Succession Planning, Self-Development & Empowerment, Personal Learning Needs Identification, Critical Success Factors (CSFs), Key Performance Indicators (KPIs), Productivity Creativity & Thinking Modes, Human Resource Scorecard Management, Career Laddering, Fast-Track Career Progression Application, Knowledge Management, Customer Management, Leadership Skills, Presentation Skills, Negotiation Skills, Decision Making Skills, Communication Skills, Emotional Intelligence, Performance Management, Contract Management, Quality Management, Commercial Strategy, Risk Management, Leadership & Business Management, Human Resource Management, Business Development, Innovation, Sales Strategy and Knowledge & Intangible Asset Assessment Design. Further, he is also well versed in **Organization Management & Business Consulting, Stakeholder & Supplier Evaluation, Data Collection & Information Gathering, Value & Supply Chain Management, Intellectual Property & Innovation Assessments, Logistics & Supply Chain Management, Budgeting & Cost Control and Marketing Management. Mr. Taylor was Appointed as an Executive/Management Development Facilitator** wherein he was responsible for the development of Executives & Senior Managers specializing in innovation, knowledge management and commercial negotiation as well as authored, implemented and executed a global 21st century facilitation and leadership methodology.**

During his career life, Mr. Taylor has gained his practical and field experience through his various significant positions and dedication as the **Multinational/Corporate Senior Management Consultant, Business Consultant/Facilitator, Business Consultant/Coach, Client Director, International Sales & Business Development Manager, Regional Sales Manager, National Key Accounts Manager, Commercial Sales & Marketing Consultant, Sales & Marketing Representative, Key Note Speaker and Instructor/Trainer** for various international companies such as the Highland Group (Business Consulting), **Anglo American, BHP Billiton, Rio Tinto, DI Management Solutions (BPO), RMG/Contact Media & Communications, Paul Dinsdale Properties (PDP), Giant Leap Architects, Wise Capital Investments (HOD), Evolution® Advertising, Collaborative Xchange, Leatt Corporation, Dentsply SA, Binzagr Company, Unilever, Kellogg's, BAT, Hershey's, CORO, Lilly Direct/Lennon Generics and Bausch & Lomb.**

Mr. Taylor has a **Master's degree in Leadership & Innovation, Business Administration and Business Leadership** as well as a **Bachelor's degree in Physical Education**. Further, he is a **Certified Instructor/Trainer** and a member of Incremental Advantage, Da Vinci Institute, Black Management Forum, Institute of Directors (IOD), World Future Society (WFS), Social Science Research Network, University of Kwazulu Natal (Alumnus), Anthropology & Archaeology Research Network and National Research Foundation (NRF). He has further delivered numerous trainings, courses, workshops, seminars and conferences globally.

Training Methodology

All our Courses are including **Hands-on Practical Sessions** using equipment, State-of-the-Art Simulators, Drawings, Case Studies, Videos and Exercises. The courses include the following training methodologies as a percentage of the total tuition hours:-

- 30% Lectures
- 20% Practical Workshops & Work Presentations
- 30% Hands-on Practical Exercises & Case Studies
- 20% Simulators (Hardware & Software) & Videos

In an unlikely event, the course instructor may modify the above training methodology before or during the course for technical reasons.

Learning Design & Customization

This course can be customized to the exact requirements of clients. Haward Technology is so proud of our huge capabilities in tailoring our courses to the training needs of our valued clients.

Course Program

The following program is planned for this course. However, the course instructor(s) may modify this program before or during the course for technical reasons with no prior notice to participants. Nevertheless, the course objectives will always be met:

Day 1: Introduction & Basic Concepts

0730 – 0800	<i>Registration & Coffee</i>
0800 – 0815	<i>Welcome & Introduction</i>
0815 – 0830	PRE-TEST
0830 – 0930	Introduction to Fixed Assets <i>Definition & Understanding • Importance & Role in Businesses</i>
0930 – 0945	<i>Break</i>
0945 – 1100	Types of Fixed Assets <i>Tangible & Intangible Assets • Current Vs Non-Current Assets</i>
1100 – 1230	Depreciation of Fixed Assets <i>Understanding Depreciation • Methods of Depreciation</i>
1230 – 1245	<i>Break</i>
1245 – 1420	Exercise & Case Studies <i>Analyzing Different Fixed Assets • Calculation of Depreciation</i>
1420 – 1430	Recap
1430	<i>Lunch & End of Day One</i>

Day 2: Fixed Assets Management & Accounting

0730 – 0930	Acquisition of Fixed Assets <i>Process of Acquisition • Capitalizing Fixed Assets</i>
0930 – 0945	<i>Break</i>
0945 – 1100	Lifecycle of Fixed Assets <i>Purchase, Use, Enhancement, Disposal</i>
1100 – 1230	Accounting for Fixed Assets <i>Ledger Entries for Fixed Assets • Accounting Principles Related to Fixed Assets</i>
1230 – 1245	<i>Break</i>

1245 – 1420	Exercise & Case Studies <i>Accounting for Different Types of Fixed Assets</i>
1420 – 1430	Recap
1430	<i>Lunch & End of Day Two</i>

Day 3: Auditing & Compliance

0730 – 0930	Auditing of Fixed Assets <i>Role of Auditing in Fixed Asset Management • Techniques for Auditing Fixed Assets</i>
0930 – 0945	<i>Break</i>
0945 – 1100	Regulatory Compliance <i>Laws & Regulations Related to Fixed Assets • Role of Regulatory Bodies</i>
1100 – 1230	Ethics in Fixed Asset Management <i>Importance of Ethics • Common Ethical Dilemmas in Fixed Asset Management</i>
1230 – 1245	<i>Break</i>
1245 – 1420	Exercise & Case Studies <i>Mock Audit of Fixed Assets</i>
1420 – 1430	Recap
1430	<i>Lunch & End of Day Three</i>

Day 4: Technology in Fixed Asset Management

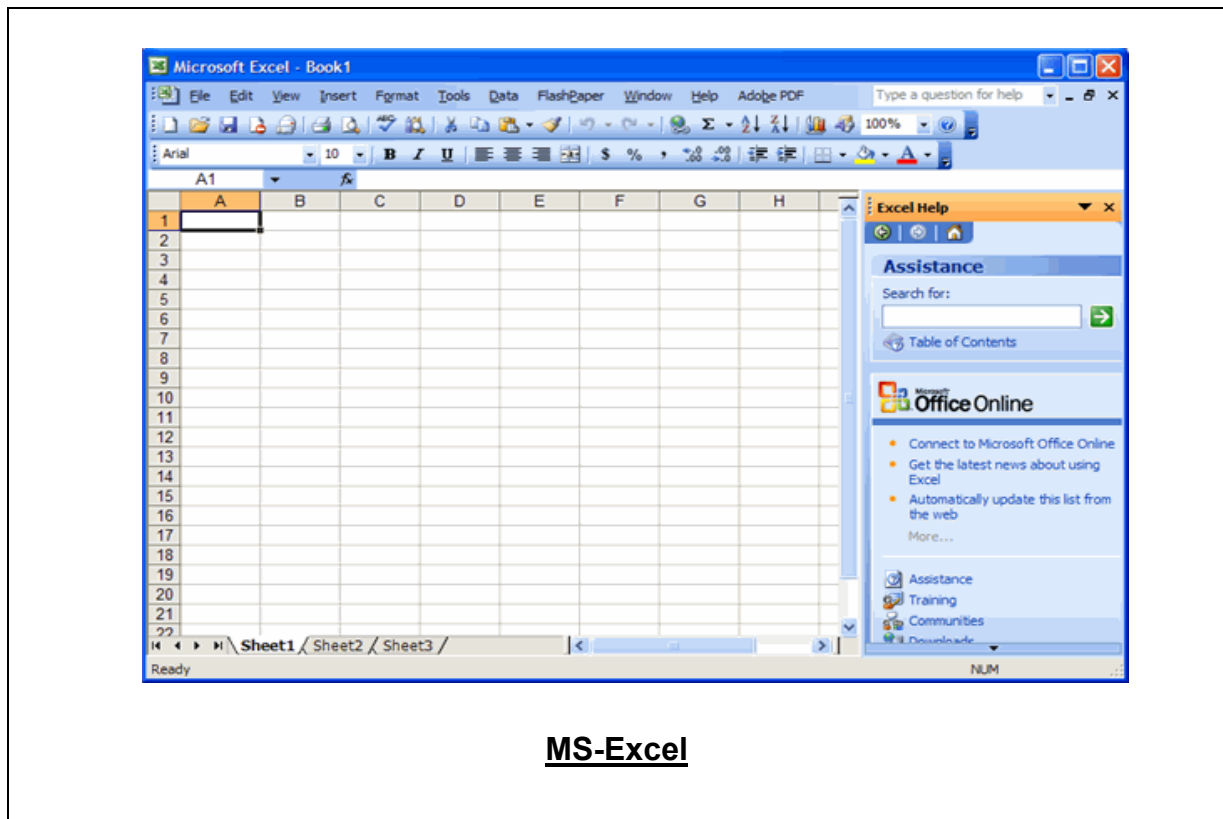
0730 – 0930	Fixed Asset Management Software <i>Role & Importance • Evaluation of Different Softwares</i>
0930 – 0945	<i>Break</i>
0945 – 1100	Integration of Fixed Asset Software with other Systems <i>ERP Integration • Data Migration & Management</i>
1100 – 1230	Benefits & Challenges of Technology in Fixed Asset Management <i>Cost Efficiency, Accuracy, Compliance • Training & Adaptation Challenges</i>
1230 – 1245	<i>Break</i>
1245 – 1420	Exercise & Case Studies <i>Working with Mock Fixed Asset Management Software</i>
1420 – 1430	Recap
1430	<i>Lunch & End of Day Four</i>

Day 5: Advanced Concepts & Preparation for Certification

0730 – 0930	Advanced Concepts <i>Asset Impairment • Revaluation of Assets • Capital Budgeting</i>
0930 – 0945	<i>Break</i>
0945 – 1100	Role of Fixed Asset Management in Strategic Planning <i>Capital Expenditure Planning • Risk Management</i>
1100 – 1215	Review & Q&A <i>Review of All Topics Covered • Question & Answer Session for Clarifications</i>
1215 – 1230	<i>Break</i>
1230 – 1300	Preparation for Certification <i>Tips & Techniques for Passing the Certification</i>
1300 – 1315	Course Conclusion
1315 – 1415	COMPETENCY EXAM
1415 – 1430	<i>Presentation of Course Certificates</i>
1430	<i>Lunch & End of Course</i>

Simulator (Hands-on Practical Sessions)

Practical sessions will be organized during the course for delegates to practice the theory learnt. Delegates will be provided with an opportunity to carryout various exercises using “MS-Excel” application.



MS-Excel

Course Coordinator

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