Haward Technology Middle East

COURSE OVERVIEW FM0359
Advanced Business & Financial Reporting

Course Title
Advanced Business & Financial Reporting

Course Reference
FM0359

Course Duration/Credits
Five days/3.0 CEUs/30 PDHs

Course Date/Venue

Session(s)	Date	Venue
1	February 25-29, 2024	Oryx Meeting Room, Doubletree By Hilton Doha-Al Sadd, Doha, Qatar
2	March 03-07, 2024	The Mouna Meeting Room, The H Dubai Hotel, Sheikh Zayed Rd - Trade Centre, Dubai, UAE

Course Description

This 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 an advanced knowledge on business and financial reporting. It shows financial analysts how to harness the full power of Excel to move forward into the new world of accounting and finance. Companies of all sizes use financial models to analyze their finances and plan business operations, as well as to create financial accounting reports like balance sheets, income statements, and statements of cash flows.

While many business people are quite familiar with the reports created with financial models, most are not as familiar with the creation of the models themselves. This course shows them how to build an accurate and effective financial model using the solid functionality and easy usability of Excel.

The course will cover the autofill; formulas, functions and relative and absolute addressing; naming cells and ranges; conditional and advanced conditional formatting in Excel; sparklines and advanced topics in Excel charts; IF functions; text manipulation; descriptive statistics; frequency distributions; statistical regression; data analysis; scroll bars; slicers and pivot tables; NPV and IRR; and unconventional and frequently used financial function.

Course Objectives

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

- Apply and gain an advanced knowledge on business and financial reporting

- Identify the autofill options, selecting efficiently in excel and the formulas, functions and relative and absolute addressing

- Name cells and ranges and perform conditional and advanced conditional formatting in excel

- Create a chart using the menu and add more data to an existing chart

- Use IF functions and apply test manipulation, descriptive statistics and frequency distributions

- Recognize statistical regression and carryout data analysis

- Name cells for meaningful decision making and modeling

- Employ what-if analysis as well as sensitive analysis for one and two-way data tables

- Use scroll bars for sensitivity analysis and illustrate multi-page budgets, lookup tables and sorting data

- Recognize autofilter, data forms and features eliminated in excel 2007 and 2010

- Discuss excel subtotals, pivot tables and data mining using pivot tables

- Use slicers to filter pivot tables and evaluate capital investment using NPV and IRR
- Identify the unconventional finance functions, frequently used financial functions, amortization tables and accounting depreciation function

Who Should Attend

This course provides an advanced financial overview of the business and financial reporting for business, finance and accounting professionals, senior and junior accountants, business analysts, research professionals, marketing and sales, administrative staff, supervisors, general business professionals and staff from any function who need to learn and apply state-of-the-art techniques to their daily business reporting, reconciliations, and analysis.

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**.*

Course Certificate(s)

Internationally recognized certificates will be issued to all participants of the course who completed a minimum of 80% of the total tuition hours.

Certificate Accreditations

Certificates are accredited by the following international accreditation organizations

- 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.

- British Accreditation Council (BAC)

  Haward Technology is accredited by the **British Accreditation Council** for **Independent Further and Higher Education** as an **International Centre**. 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.

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. Attalla Ersan, PEng, MSc, BSc, is a **Senior Finance Management** with over **35 years** of extensive experience within the **Oil & Gas**, **Hydrocarbon** and **Petrochemical** industries. His expertise widely covers the areas of **Financial Reporting**, **Procurement & Purchasing** Management, **Logistics Operations**, **Supply Chain Management**, **Financial Management**, **Finance Auditing**, **Petroleum Finance** & **Accounting Principles**, **Life Cycle Costing Management**, **Finance** for **Non-Finance Professional**, **Budgeting & Cost Control**, **Budget Estimation Types**, **Forecasting** & **Cost**, **Cost Reduction Training** for **Managers**, **Conceptual Cost Estimating** for **Process Engineering, Negotiation Management**, **Certified Project & Construction Management - Advanced** (Aligned with PMI Requirements), **Certified Project Leader (CPL)**, **Budgeting** & **Cost Control**, Project Management Professional (**PMP**), **Project Management**, **Managing Project Risk**, **QA/QC in Project Execution and Construction Management**, **Strategic Planning** & **Management**, **Human Resource Management**, **Planning**, **Leadership** & **Business Management**, **Human Resources** & **Industrial Relations Management**, Best **Practices** for **Managing Multiple Projects**, **Advanced Contract Management**, **Best Practice in Managing Construction**: Construction Supervision & Management, **Document Management**, **Writing**, **Planning** & **Managing Contracts** & **Tenders**, **Record Management**, **Contract Management**, **Risk Management**, **Quality Management**, **Value Engineering**, Production & Inventory Management, Warehousing, Purchasing & Marketing Management, Work Engineering & Advanced Production Techniques, Production Logistics, Supply Chain Management, Fleet Management, Stores & Stock Control, Quality Assurance & Control and Operations Management. Further, he is also well-versed in Project Management, Human Resources Consultancy, Manpower Planning, Job Design & Evaluation, Recruitment, Training & Development and Leadership, Creative Problem Solving Skills, Work Ethic, Job Analysis Evaluation, Training & Development Needs, Bidding & Tendering, Technical Report Writing, Supervisory Leadership, Effective Communication Skills and Total Quality Management (TQM). He is currently the **CEO** of **Ersan Petrokimya Teknoloji Company Limited** wherein he is responsible for the design and operation of Biogas Process Plants.

During his career life, Mr. Ersan has gained his practical and field experience through his various significant positions and dedication as the **Policy**, **Organization & Manpower Development Head**, **Training & Development**, **Head, Ethylene Plant – Pyrolysis Furnace Engineer**, **Production Engineer**, Process Training Coordinator, Ethylene Plant Shift Supervisor, Ethylene Plant Panel & Fit Operator, Process Training & Development Coordinator, **Technical Consultant**, and **Instructor/Trainer** for Qatar Vinyl Company Limited and Qatar Petroleum Company (QAPCO).

Mr. Ersan is a **Registered Professional Engineer** and has a **Master's degree** of **Education** in **Educational Training & Leadership** and a **Bachelor's degree** of **Petrochemical Engineering**. Further, he is a **Certified Instructor/Trainer** and has delivered numerous trainings, courses, workshops, conferences and seminars internationally.

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.

Course Fee

Doha	**US$ 6,000** per Delegate. This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.
Dubai	**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 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

0730 - 0800	*Registration & Coffee*
0800 - 0815	*Welcome & Introduction*
0815 - 0830	***PRE-TEST***
0830 - 0900	***AutoFill*** *AutoFill Options • Right-Drag AutoFill • Appendix: AutoFill in Excel 2003 and Excel Mac 2011*
0900 - 0930	***Selecting Efficiently in Excel***
0930 - 0945	*Break*
0945 – 1030	***Formulas, Functions, & Relative & Absolute Addressing*** *Relative and Absolute Addressing • Other Functions • Appendix: Doing It in Mac Excel 2011*
1030 – 1100	***Naming Cells & Ranges*** *Naming a Single Cell • Naming a Range of Cells • Using the Name Menu to Create Names • Appendix: Using the Names Menu in Excel 2003 and Mac Excel 2011*
1100 – 1200	***Conditional & Advanced Conditional Formatting in Excel*** *Simple Conditional Formatting; Adding a Rule • New Conditional Formatting Features • Advanced Conditional Formatting • Appendix: Using the Conditional Formatting in Excel 2003*

1200 - 1215	*Break*
1215 – 1315	**Excel Charts** *Quick/Instant Chart • Creating a Chart Using the Menu • Adding More Data to an Existing Chart • More about Charts • Three-Dimensional Charts – Column and Pie • Pie Charts • Appendix: Generating Charts in Excel 2003 and Mac Excel 2011*
1315 – 142	**Sparklines & Advanced Topics in Excel Charts** *Sparklines • More about Charts*
1420 - 1430	**Recap**
1430	*Lunch & End of Day One*

Day 2

0730 – 0830	**IF Functions** *Simple IF Functions • Nested IF Functions • Nested IF – Payroll Example • Appendix: Using the IF Function in Mac Excel 2011*
0830 – 0930	**Text Manipulation** *Text to Columns • Appendix: Using Text to Column in Excel 2003*
0930 - 0945	*Break*
0945 – 1030	**Descriptive Statistics** *Descriptive Statistics • Appendix: Descriptive Statistics with the Mac Excel 2011*
1030 - 1100	**Frequency Distributions** *One More Example • Appendix: Frequency Distributions with Mac Excel 2011*
1100 - 1200	**Statistical Regression** *Using the Scatter Chart in Excel • Linear Regression – Using Excel Functions • Appendix: Using the Chart Feature to Create a Trend Line in Excel 2003 and Mac Excel 2011*
1200 - 1215	*Break*
1215 - 1330	**Data Analysis – The Excel Easy to Use Statistics Add-In** *Descriptive Statistics • Frequency Distribution Using Histogram • Appendix: Using Data Analysis in Excel Mac 2011 and Excel 2003*
1330 - 1420	**Data Analysis – Multi-Regression** *Simple or Single Variable Regression • Multi-Regression • Appendix: Using Data Analysis in Excel Mac 2011 and Excel 2003*
1420 - 1430	**Recap**
1430	*Lunch & End of Day Two*

Day 3

0730 – 0830	**Naming Cells – For Meaningful Decision Making & Modeling** *One More Example – If You Have a Ready Model • Appendix: Create and Apply Names in Excel 2003 and Mac Excel 2011*
0830 – 0930	**What-If Analysis & Goal Seek** *Goal Seek • Appendix: Goal Seek in Excel 2003 and Mac Excel 2011*
0930 - 0945	*Break*
0945 - 1030	**Sensitivity Analysis – One- & Two-Way Data Tables** *Two-Way Table • Data Tables – One More Example • Break-Even Point (BEP) Chart • Appendix: Sensitivity Analysis – One- and Two-Way Data Tables for Excel 2003 and Mac Excel 2011*
1030 - 1130	**Using Scroll Bars for Sensitivity Analysis** *Scroll Bar Limitations • Appendix: Adding a Scroll Bar in Excel 2003, 2007, and Mac Excel 2011*
1130 - 1200	**Multi-Page Budgets – Going to the Third Dimension** *A Payroll Example • A Second Example – Bakers' Supplies*

1200 - 1215	Break
1215 - 1330	**Lookup Tables** *Range – Approximate Match Lookup • An Exact Match Lookup*
1330 - 1420	**Sorting Data** *Sorting by Multiple Parameters • Appendix: Sorting in Excel 2003 and Mac Excel 2011*
1420 - 1430	**Recap**
1430	*Lunch & End of Day Three*

Day 4

0730 – 0830	**AutoFilter** *Dates • Below and Above Average • Filter by Color • Appendix: AutoFilter in Excel 2003*
0830 – 0930	**Data Forms & Features Eliminated in Excel 2007 & 2010** *Appendix: The Data Form in Excel 2003 or Earlier versions and Mac Excel 2011*
0930 - 0945	Break
0945 - 1100	**Group & Outline Data** *Appendix: Group and Outline Data Excel 2003 and Mac Excel 2011*
1100 - 1200	**Excel Subtotals** *One More Example – Function Applied to Multiple Categories • Copying Grouped Data • Second Example – Larger Database • Appendix: Creating Subtotals in Excel 2003 and Mac Excel 2011*
1200 - 1215	Break
1215 - 1330	**Pivot Tables** *PivotTable Example • Appendix: The Pivot Table in Excel 2003 and Mac Excel 2011*
1330 - 1420	**Data Mining Using Pivot Tables** *Appendix: Advanced PivotTable Techniques in Excel 2003*
1420 - 1430	**Recap**
1430	*Lunch & End of Day Four*

Day 5

| 0730 – 0830	**Using Slicers to Filter Pivot Tables** *Format a Slicer • Sharing Slicers for More Than One Pivot Table*
0830 – 0930	**NPV & IRR – Evaluating Capital Investments** *The Time Value of Money • IRR – Internal Rate of Return*
0930 – 0945	Break
0945 – 1100	**Unconventional Financial Functions: XNPV & XIRR** *Excel XNPV – The Net Present Value Function for Uneven Intervals • Excel XIRR – The Internal Rate of Return Function for Uneven Intervals*
1100 – 1200	**Frequently Used Financial Functions** *Similar Excel Functions*

1200 - 1215	Break
1215 – 1315	**Amortization Tables** *Amortization Example*
1315 – 1345	**Accounting Depreciation Functions** *SLD Straight Line Depreciation • SYD Sum of the Years Digits*
1345 - 1400	**Course Conclusion**
1400 - 1415	**POST-TEST**
1415 - 1430	*Presentation of Course Certificates*
1430	*Lunch & End of Course*

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.

MICROSOFT EXCEL
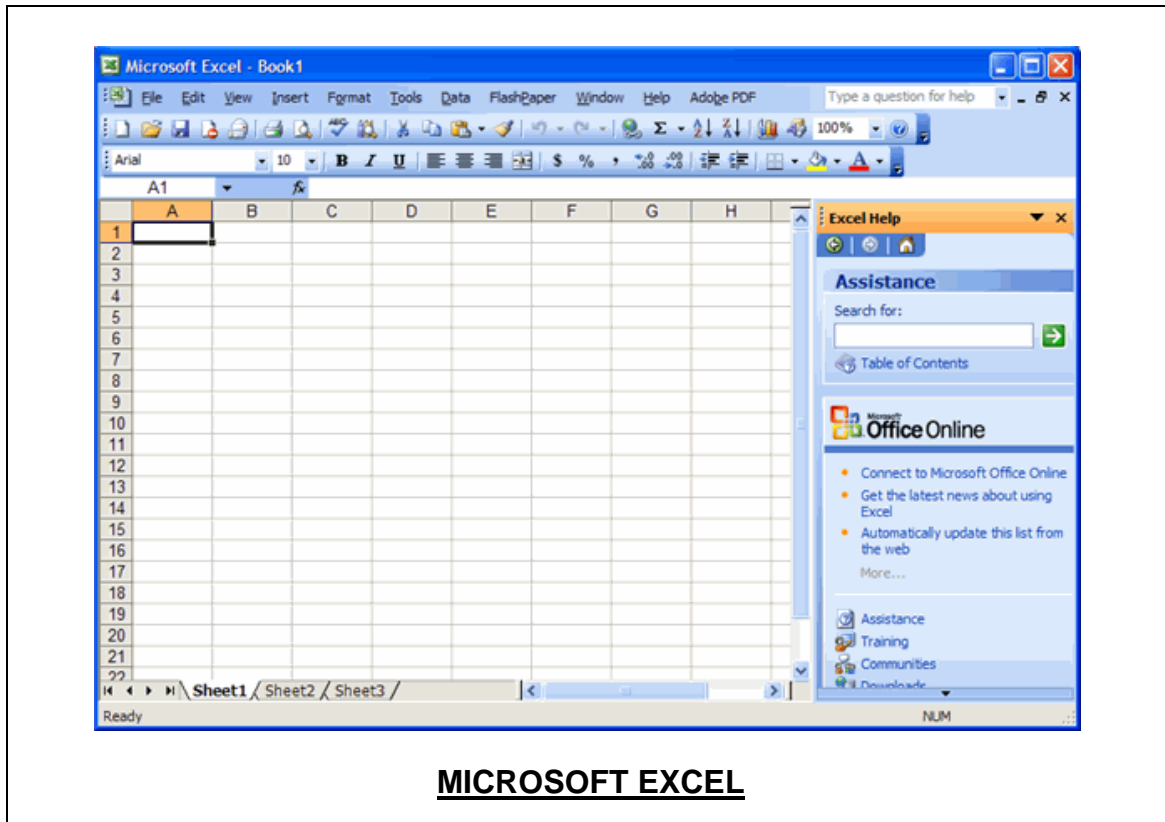
Course Coordinator

Jaryl Castillo, Tel: +974 4423 1327, Email: jaryl@haward.org