



ICMA
Pakistan

**INSTITUTE OF COST AND MANAGEMENT
ACCOUNTANTS OF PAKISTAN**

SYLLABUS

**POST EXAMINATION TRAINING
PROGRAMMES**

Fundamental Level	POST EXAMINATION TRAINING PROGRAM IN MS WORD & EXCEL	40 Hours
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SYLLABUS OVERVIEW

This course is designed to make students proficient in using MS Word and Excel in an effective and professional manner. In this course, students will learn practical tips and techniques which will help them to dispose off their routine work at initial level.

LEARNING OUTCOMES:

Upon completion of this course, you will be able to:

- Create and manage documents;

- Format text, paragraphs, and sections;
- Create tables and lists;
- Apply references;
- Insert and format objects;
- Create and manage worksheets and workbooks;
- Create cells and ranges;
- Create tables;
- Apply formulas and functions;
- Create charts and objects.

COURSE CONTENTS		
S. No.	Particulars	Allocated Hours
MICROSOFT WORD (20 Hours Course)		
Create and Manage Documents		
1.	Create a document <ul style="list-style-type: none"> • Creating new blank documents, creating new documents using templates, importing files, opening non-native files directly in Word, opening a PDF in Word for editing 	01
2.	Navigate through a document <ul style="list-style-type: none"> • Searching for text within document, inserting hyperlinks, creating bookmarks, using Go To 	01
3.	Format a document <ul style="list-style-type: none"> • Modifying page setup, changing document themes, changing document style sets, inserting simple headers and footers, inserting watermarks, inserting page numbers 	02
4.	Customize options and views for documents <ul style="list-style-type: none"> • Changing document views, using zoom, customizing the quick access toolbar, customizing the ribbon, splitting the window, adding values to document properties, using show/hide, recording simple macros, assigning shortcut keys, managing macro security 	01
5.	Configure documents to print or save <ul style="list-style-type: none"> • Configuring documents to print, saving documents in alternate file formats, printing document sections, saving files to remote locations, protecting documents with passwords, setting print scaling, maintaining backward compatibility 	01
Format Text, Paragraphs and Sections		
6.	Insert text and paragraphs <ul style="list-style-type: none"> • Appending text to documents, finding and replacing text, copying and pasting text, inserting text via AutoCorrect, removing blank paragraphs, inserting built-in fields, inserting special characters 	01
7.	Format text and paragraphs <ul style="list-style-type: none"> • Changing font attributes, using find and replace to format text, using format painter, setting paragraph spacing, setting line spacing, clearing existing formatting, setting indentation, highlighting text selections, adding styles to text, changing text to WordArt, modifying existing style attributes 	01
8.	Order and group text and paragraphs <ul style="list-style-type: none"> • Preventing paragraph orphans, inserting breaks to create sections, creating multiple columns within sections, adding titles to sections, forcing page breaks 	01
Create Tables and Lists		

9.	Create a table <ul style="list-style-type: none"> • Converting text to tables, converting tables to text, defining table dimensions, setting AutoFit options, using quick tables, establishing titles 	02
10.	Modify a table <ul style="list-style-type: none"> • Applying styles to tables, modifying fonts within tables, sorting table data, configuring cell margins, using formulas, modifying table dimensions, merging cells 	01
11.	Create and modify a list <ul style="list-style-type: none"> • Adding numbering or bullets, creating custom bullets, modifying list indentation, modifying line spacing, increasing and decreasing list levels, modifying numbering 	02
Apply References		
12.	Create endnotes, footnotes, and citations <ul style="list-style-type: none"> • Inserting endnotes, managing footnote locations, configuring endnote formats, modifying footnote numbering, inserting citation placeholders, inserting citations, inserting bibliography, changing citation styles 	02
Elucidate		
13.	Create captions <ul style="list-style-type: none"> • Inserting endnotes, managing footnote locations, configuring endnote formats, modifying footnote numbering, inserting citation placeholders, inserting citations, inserting bibliography, changing citation styles 	01
Insert and Format Objects		
14.	Insert and format building blocks <ul style="list-style-type: none"> • Inserting quick parts, inserting textboxes, utilizing building locks organizer, customizing building blocks 	01
15.	Insert and format shapes and SmartArt <ul style="list-style-type: none"> • Inserting simple shapes, inserting SmartArt, modifying SmartArt properties (color, size, shape), wrapping text around shapes, positioning shapes 	01
16.	Insert and format images <ul style="list-style-type: none"> • Inserting images, applying artistic effects, applying picture effects, modifying image properties (color, size, shape), adding uick styles to images, wrapping text around images, positioning images 	01
MICROSOFT EXCEL BASIC (20 Hours Course)		
Create And Manage Worksheets and Workbooks		
17.	Create worksheets and workbooks <ul style="list-style-type: none"> • Creating new blank workbooks; creating new workbooks using templates; importing files; opening non-native files directly in Excel; adding worksheets to existing workbooks; copying and moving worksheets 	02
18	Navigate through worksheets and workbooks <ul style="list-style-type: none"> • Searching for data within a workbook; inserting hyperlinks; changing worksheet order; using Go To; using Name Box 	01
19.	Format worksheets and workbooks <ul style="list-style-type: none"> • Changing worksheet tab color; modifying page setup; inserting and deleting columns and rows; changing workbook themes; adjusting row height and column width; inserting watermarks; inserting headers and footers; setting data validation 	01
20.	Customize options and views for worksheets and workbooks <ul style="list-style-type: none"> • Hiding worksheets; hiding columns and rows; customizing the Quick Access toolbar; customizing the Ribbon; managing macro security; changing workbook views; recording simple macros; adding values to workbook properties; using zoom; displaying formulas; freezing panes; assigning shortcut keys; splitting the window 	01
21.	Configure worksheets and workbooks to print or save <ul style="list-style-type: none"> • Setting a print area; saving workbooks in alternate file formats; printing individual worksheets; setting print scaling; repeating headers and footers; maintaining 	01

	backward compatibility; configuring workbooks to print; saving files to remote locations	
Create Cells and Ranges		
22.	Insert data in cells and ranges <ul style="list-style-type: none"> • Appending data to worksheets; finding and replacing data; copying and pasting data; using AutoFill tool; expanding data across columns; inserting and deleting cells 	01
23.	Format cells and ranges <ul style="list-style-type: none"> • Merging cells; modifying cell alignment and indentation; changing font and font styles; using Format Painter; wrapping text within cells; applying Number format; applying highlighting; applying cell styles; changing text to WordArt 	01
24.	Order and group cells and ranges <ul style="list-style-type: none"> • Applying conditional formatting; inserting sparklines; transposing columns and rows; creating named ranges; creating outline; collapsing groups of data in outlines; inserting subtotals 	01
Create Tables		
25.	Create a table <ul style="list-style-type: none"> • Moving between tables and ranges; adding and removing cells within tables; defining titles 	01
26.	Modify a table <ul style="list-style-type: none"> • Applying styles to tables; banding rows and columns; inserting total rows; removing styles from tables 	01
27.	Filter and sort a table <ul style="list-style-type: none"> • Filtering records; sorting data on multiple columns; changing sort order; removing duplicates 	01
Apply Formulas and Functions		
28.	Utilize cell ranges and references in formulas and functions <ul style="list-style-type: none"> • Utilizing references (relative, mixed, absolute); defining order of operations; referencing cell ranges in formulas 	01
29.	Summarize data with functions <ul style="list-style-type: none"> • Utilizing the SUM function; utilizing the MIN and MAX functions; utilizing the COUNT function; utilizing the AVERAGE function, and introducing other functions 	01
30.	Utilize conditional logic in functions <ul style="list-style-type: none"> • Utilizing the SUMIF function; utilizing the AVERAGEIF function; utilizing the COUNTIF function and introducing other functions 	02
31.	Format and modify text with functions <ul style="list-style-type: none"> • Utilizing the RIGHT, LEFT and MID functions; utilizing the TRIM function; utilizing the UPPER and LOWER functions; utilizing the CONCATENATE function and introducing other functions 	01
Create Charts and Objects		
32.	Create a chart <ul style="list-style-type: none"> • Creating charts and graphs; adding additional data series; switching between rows and columns in source data; using Quick Analysis 	01
33.	Format a chart <ul style="list-style-type: none"> • Adding legends; resizing charts and graphs; modifying chart and graph parameters; applying chart layouts and styles; positioning charts and graphs 	01
34.	Insert and format an object <ul style="list-style-type: none"> • Inserting text boxes; inserting SmartArt; inserting images; adding borders to objects; adding styles and effects to objects; changing object colors; modifying object properties; positioning objects 	01
TOTAL		40

Graduation Level	POST EXAMINATION TRAINING PROGRAM IN PRESENTATION SKILLS	32 Hours
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SYLLABUS OVERVIEW

This course is designed to prepare the students to deliver powerful presentations that will increase the level of professionalism and effectiveness in them. In this course, students will learn practical tips and techniques for planning, structuring and delivering effective Presentations and group discussions. This is a highly practical course where participants are required to give multiple presentations and involve in group discussions.

LEARNING OUTCOMES:

Upon course completion, participants will be able to:

- Plan the presentation or speech;
 - Structure/ organize the information;
 - Get acquainted with the presentation delivery skills;
 - Get awareness about the grading criteria for informal and formal presentations;
 - Deliver Informal/ extempore presentations before a group;
 - Perform group/ panel discussions;
 - Deliver formal presentations on pre-seen and well prepared theoretical and numerical topics before a group;
 - Ascertain the difference between before and after training sessions and get feedback from the trainer for the continuous improvement in future.
- Learn about the presentation and communication skills training;

COURSE CONTENTS

S. No.	Particulars	Allocated Hours
1.	Introduction to Presentation and Communication Skills Training <ul style="list-style-type: none"> ▪ Building group rapport ▪ Warm up exercises ▪ Dealing with nerves, stage fright and other common fears ▪ Building self confidence by rehearsals ▪ Creating a confident impression ▪ 4 P's: Planning, preparation, practice and presentation 	2
2.	Planning the Presentation or Speech <ul style="list-style-type: none"> ▪ Knowing your purpose ▪ Visualizing your Audience ▪ Choosing key ideas/ points ▪ Getting all the facts and figures ▪ Outlining and organizing the message/ contents 	1
3.	Preparation: Structuring/ Organizing information <ul style="list-style-type: none"> ▪ Sequence of the contents/ Structure <ul style="list-style-type: none"> ○ Heading / subheadings ▪ Effective use of technology <ul style="list-style-type: none"> ○ Software's, Websites and Electronic Gadgets ▪ Theme and background <ul style="list-style-type: none"> ○ Layout and organization ▪ Standard Patterns <ul style="list-style-type: none"> ○ Font, size, colors, styles, contents ▪ Adapting multimedia contents <ul style="list-style-type: none"> ○ Tabulations ○ Financial Statements/ Sheets ○ Graphs ○ Charts ○ Clips ▪ Time Management 	2
4.	Presentation Delivery skills <ul style="list-style-type: none"> ▪ Basic parameters of presentation skills <ul style="list-style-type: none"> ○ Physical Behavior ○ Vocal Behavior ▪ Opening: <ul style="list-style-type: none"> ○ Intro theory ○ Floating the idea ○ Strong, interesting and catchy statements ○ Ice breaking 	4

	<ul style="list-style-type: none"> ▪ Body/ Explanation <ul style="list-style-type: none"> ○ 3 E's: Educate, entertain and explain ○ Clear view point ○ Logical flow ○ Language focus: <ul style="list-style-type: none"> ❖ Grammar ❖ Vocabulary ❖ Pronunciation ○ Jargon and clitches ○ Controlling nerves ○ Handling pauses ○ Avoid unnecessary explanation ○ Performance with confidence ○ Discussing figures ○ Handling documents, software's, tabulations, models, graphs, charts and clips ▪ Closing: <ul style="list-style-type: none"> ○ Impressive Conclusion ○ Recommendation ○ Question & Answer session ○ Open and close ended Q & A ▪ Practice, practice and practice 	
5.	Grading Criteria for <ul style="list-style-type: none"> ▪ Informal Presentations ▪ Formal Presentations 	1
6.	Informal/ extempore presentation before a group <ul style="list-style-type: none"> ▪ Delivering a short presentation ▪ Evaluating presentations 	1
7.	Group/ Panel discussions <ul style="list-style-type: none"> ▪ Topic assignments ▪ Norms/ techniques ▪ Pair work ▪ Good and bad habits ▪ Dialogue completion ▪ Counter questioning ▪ Language focus: <ul style="list-style-type: none"> ○ Grammar ○ Vocabulary ○ Pronunciation ▪ Grading Criteria ▪ Facilitators feedback on group discussions ▪ Action plan for the continuous improvement 	4
8.	Formal presentations on pre-seen and well prepared theoretical topics before a group <ul style="list-style-type: none"> ▪ Attended ▪ Presented ▪ Facilitators feedback on presentations ▪ Action plan for the continuous improvement 	8
9.	Formal presentations on pre-seen and well prepared numerical topics before a group <ul style="list-style-type: none"> ▪ Attended ▪ Presented ▪ Facilitators feedback on presentations ▪ Action plan for the continuous improvement 	8
10.	General feedback session <ul style="list-style-type: none"> ▪ Self evaluation by the trainees: <ul style="list-style-type: none"> ○ Difference between before and after getting trained ▪ Individual evaluations by the facilitator/ trainer ▪ Personal action plans ▪ End of course evaluations 	1
TOTAL		32

**Professional
Level**
**POST EXAMINATION TRAINING PROGRAM IN
ADVANCED EXCEL & FINANCIAL MODELING**
40 Hours
Syllabus Overview:

This course comprises trainings on Advanced Excel and Financial Modeling. The Advanced Excel course is designed to make students proficient in using MS Excel which will increase the level of professionalism and effectiveness in them. In this course, students will learn practical tips and techniques for using pivot table, auditing work sheets, data tools, recording and using macros and working with others application.

The objective of Financial Modeling course is to improve your Excel modeling skills so that you become a more effective business and financial manager. This will be achieved by examining some useful working Excel models throughout the course and additionally, developing your understanding of common financial statements and their relevant terminology. You will learn how to design and create a user-friendly model which can be used by anyone with initial knowledge of Excel.

Learning Outcomes:

Upon completion of this course, you will be able to:

- Use pivot tables to analyse data;
- Edit pivot tables;
- Format pivot tables;
- Insert pivot charts;
- Use Slicers;
- Audit formulas;
- Trace precedents to determine which cells impact a specific cell;
- Trace dependents to determine which cells are impacted by a specific cell;
- Remove precedent and dependent arrows;
- Show formulas;
- Check for errors frequently found in formulas;
- Password protects a workbook;
- Password protects a worksheet;
- Password protects ranges in a worksheet;
- Use track changes;
- Accept and reject changes;
- List all changes on a new sheet;
- Run macros;
- Edit macros;
- Add macros to the Quick Access Toolbar;
- Insert Spark lines into worksheets;
- Customize Spark lines;
- Prepare a workbook for internationalization and accessibility;
- Import text files into Microsoft Excel;
- Copy cells from a worksheet into Microsoft Word;
- Copy and paste a chart into Microsoft Word.
- Build a financial model from a scratch using the best structuring techniques
- Use efficiently key Excel and VBA functions to construct sound financial forecasting models
- Create forecast income statement, cash flow statement and balance sheet
- Apply and analyze more complex issues in capital budgeting such as IRR and NPVs etc.
- Develop the analysis of capital structure through the use of Data Tables

COURSE CONTENTS

S. No.	Particulars	Allocated Hours
1.	Module 1: Using Pivot Tables: This module explains how to use Pivot Tables. <ul style="list-style-type: none"> • Creating Pivot Tables • Inserting Slicers • Working with Pivot Tables • Inserting Pivot Charts • More Pivot Table Functionality • Working with Pivot Tables 	02
2.	Module 2: Auditing Worksheets: This module explains how to audit worksheets. <ul style="list-style-type: none"> • Tracing Precedents • Tracing Dependents • Showing Formulas • Tracing Precedents • Tracing Dependents 	02
3.	Module 3: Data Tools: This module explains how to work with data tools. <ul style="list-style-type: none"> • Converting Text to Columns • Linking to External Data • Controlling Calculation Options • Data Validation • Consolidating Data • Goal Seek • Converting Text to Columns 	04

	<ul style="list-style-type: none"> • Using Data Validation • Consolidating Data • Using Goal Seek • Use Goal Seek to figure out the value to input to obtain a specific result 	
4.	Module 4: Working with Others Application: This module explains how to do various tasks associated with working with others in Excel. <ul style="list-style-type: none"> • Protecting Worksheets and Workbooks • Tracking Changes • Marking a Workbook as Final • Password Protecting a Workbook • Password Protecting a Worksheet • Password Protecting Ranges in a Worksheet • Tracking Changes 	04
5.	Module 5: Recording and Using Macros: This module explains how to record and use macros. <ul style="list-style-type: none"> • Recording Macros • Running Macros • Editing Macros • Adding Macros to the Quick Access Toolbar 	02
6.	Module 6: Random Useful Items: This module explains how to do some random useful tasks in Excel. <ul style="list-style-type: none"> • Spark lines • Preparing a Workbook for Internationalization and Accessibility • Importing and Exporting Files • Inserting and Customizing Spark lines • Importing Text Files • Copying Data from Excel to Word • Copying Charts from Excel to Word 	02
7	Introduction to Modeling <ul style="list-style-type: none"> • Using Excel as a spreadsheet • Effective construction of a model • Objective and structure • Initial preparation 	02
8.	Basics for Financial Modeling <ul style="list-style-type: none"> • Refresher of basic knowledge of financial accounting • Breakdown and grouping of accounting elements • Determine drivers of the model • Assumptions for projections • Effective use of short keys and functions 	02
9.	Building Models <ul style="list-style-type: none"> • Projection of P&L, balance sheet and cash flow • Balancing numbers • How to deal with circular references • How to prevent circular references • Professional use of Excel -protection, range names, data validation 	03
10.	Building Good Models <ul style="list-style-type: none"> • Maximum use of Excel applications • Flexible and user-friendly models 	02
11	Introduction of Advance Functions <ul style="list-style-type: none"> • Financial Functions • Logical Functions • Text Functions • Date & Time Functions • Lookup & References • Math& Statistical Functions 	08

12.	Building Examples <ul style="list-style-type: none">• Capital Budgeting• Cost of Capital• Capital Structure• Income Statement• Balance Sheet• Cash Flow Statement	07
TOTAL		40

**Chartered
Level**
**POST EXAMINATION TRAINING PROGRAM IN
PRESENTATION SKILLS & REPORT WRITING**
40 Hours
Syllabus Overview:

This course focuses on verbal, non-verbal and written communication that includes listening comprehension, speaking, body language and report writing. It includes group activities, discussions and individual oral presentations and reports. This course focuses on the selection, composition, organization and delivery of speech materials. It comprises oral communication theory, problems of listening, speech evaluation, developing confidence and report writing.

Objectives and Theme of the Outline

Upon completion of this course students will be able to:

- Prepare well-structured presentations considering all technical aspects such as standard font, font size, organization of contents, effective visual aids and time management;
- Assess target audience and prepare the presentation accordingly;
- Use effective body language, pitch, pace, volume and tone with reference to the topic being presented;
- Analyze public, technical and accountancy based presentations (speeches and slides) focusing on the basis of technical aspects of presentations;
- Write informal and formal reports in an effective manner.

COURSE CONTENTS

S. No.	Particulars	Allocated Hours
1.	<ul style="list-style-type: none"> ▪ Introduction to Presentation and communication skills course. Different types of presentations (Manuscript, memorization, extempore, impromptu). Physical and vocal Behaviour of the presenter and the concept, uses and the general structure of a presentation. 	2
2.	<ul style="list-style-type: none"> ▪ Structure of the introduction/opening and floating the idea. ▪ Presenting the introduction of a topic using appropriate pronunciation, vocabulary and specific jargons in the presentation. 	1
3.	<ul style="list-style-type: none"> ▪ Structure of the main body ▪ Presenting the main body of a topic in the class room. 	1
4.	<ul style="list-style-type: none"> ▪ Structure of the conclusion, recommendations or asking for action. ▪ Presenting the conclusion of a topic in the class room. ▪ Structure of presentation on the whole 	1.5
5.	<ul style="list-style-type: none"> ▪ The concept of different audience and targeted audience ▪ Classroom activity for adapting presentations according to different and targeted audience 	1
6.	<ul style="list-style-type: none"> ▪ How to tailor a selected topic ▪ Grading criteria for presentations 	1
7.	<ul style="list-style-type: none"> ▪ Students' Short Presentations and discussion on it for improvements 	4
8.	<ul style="list-style-type: none"> ▪ Use of Modern Technology and gadgets in handling multimedia and troubleshooting during presentation. ▪ Standard pattern for A/V aids (color, font, content, and organization) 	1
9.	<ul style="list-style-type: none"> ▪ Adapting Multimedia contents (graphs, charts, tabulations, clips and sign-posting) according to the target audience. 	1
10.	<ul style="list-style-type: none"> ▪ Activity on using audio/visual aids effectively. 	0.5
11.	<ul style="list-style-type: none"> ▪ Effective use of humor, icebreakers, reduction in stage fright. 	0.5
12.	<ul style="list-style-type: none"> ▪ Activity on the use of humor, icebreakers, Capturing audiences' attention <ul style="list-style-type: none"> ○ Making appropriate transitions. ○ Sharing relevant stories or experiences. 	1
13.	<ul style="list-style-type: none"> ▪ The verbal and non-Verbal dimensions of communication, Non-verbal communicative aspects of public speaking, ie postures, gestures, facial expressions, body handling and physical appearance, reduction stage fright 	0.5
14.	<ul style="list-style-type: none"> ▪ Activity on non-verbal communicative aspects of public speaking 	1

15.	<ul style="list-style-type: none"> ▪ Effective Listening skills, faults/ barriers of listening, probing the facts during presentation, giving and receiving feedback, handling questions effectively. 	1
16.	<ul style="list-style-type: none"> ▪ The importance of time-management and how to manage the time of a presentation and handling Special speeches ie demonstration speeches, speeches of introduction, acceptance speeches and presenting an award. 	1
17.	<ul style="list-style-type: none"> ▪ Group discussion ▪ Leadership styles(Autocratic, Democratic and Leaderless) in group Discussion <ul style="list-style-type: none"> ○ Participating in group discussions ○ Handling controversial topics and conflicted ideas ○ Panel discussions ○ Problems in groups 	2
18.	<ul style="list-style-type: none"> ▪ Final Presentation 	7
19.	<ul style="list-style-type: none"> ▪ Short, informal reports: functions and objectives of reports; short, informal reports of various types, format and style of short reports. 	2
20.	<ul style="list-style-type: none"> ▪ Discussion on informal reports given as assignments 	3
21.	<ul style="list-style-type: none"> ▪ Formal reports: Collecting primary and secondary data; analyzing, organizing, and summarizing data; evaluating and interpreting data; drawing and support conclusions and recommendations; formatting formal reports. 	2
22.	<ul style="list-style-type: none"> ▪ Discussion on formal reports given as assignments 	5
TOTAL		40