



**SELF-PACED AND INSTRUCTOR-LED
TRAINING PROGRAMS
FOR CIFA - CERTIFICATE IN
FINANCE & ACCOUNTING
FOR NON-FINANCIAL PROFESSIONALS**

COURSE BROCHURE
Program Features and Administration

CIFA

CERTIFICATE IN FINANCE & ACCOUNTING

For Non-Financial Professionals

www.bras.org

CIFA **LEARNING** Objectives

Upon completion of CIFA training, the learner will be able to:

- Understand the definitions and purpose of financial statements.
- Identify financial ratios.
- Understand the calculation related to financial ratios.
- Understand the double-entry book keeping method.
- Understand the definition and purpose of capital budgeting.
- Understand the main inventory valuation methods.
- Understand product costing methods.
- Understand the definition and purpose of cost of goods manufactured (COGM).
- Understand the definition and purpose of and cost of goods sold (COGS).
- Identify the elements of break even analysis and the associated calculations.
- Understand the principles of Activity Based Costing (ABC costing).
- Identify the steps in throughput accounting.
- Understand the principles of amortization and depreciation including the associated calculations.

CIFA's CERTIFICATE PROGRAM'S **Purpose and Scope**



Purpose: To introduce candidates to the main principles and processes in finance and accounting.

Scope: The CIFA course contains the knowledge and skills about costing and financial processes for non-financial professionals, to help them better understand the impact of their function's performance on the costs and overall finances of the organization.

INFERENCE ABOUT CIFA CERTIFICATE HOLDERS

A CIFA certificate holder has a basic understanding of the various processes and calculations used in finance and accounting, can apply the knowledge in combination with various areas of specialization such as supply chain management, manufacturing, project management and other.

CIFA Self-paced & Instructor-led Courses

■ CIFA Curriculum:

Similar to the other courses offered by BRASI, CIFA course has been developed using the ADDIE methodology of curriculum development, following the guidelines contained in the ASTM Standard E-2659. BRASI's Program Advisory Council (BRASI PAC) is responsible for the development, surveillance and continuous improvement of BRASI training programs.

The CIFA course provides fundamental knowledge in the key areas of finance and accounting, including the following: Financial statements, financial ratios, double-entry book-keeping method/debit and credit entries, capital budgeting, inventory valuation methods, product costing, cost of goods manufactured (COGM), cost of goods sold (COGS), break even analysis, ABC costing, throughput accounting, amortization, depreciation and more.

■ **Who will benefit:** The CIFA training is intended for people who wish to acquire a functional knowledge of finance and accounting and the main principles and terminology in order to better understand and support the overall cost and finance objectives of their organization.

■ MODE OF TRAINING:

Self-paced and Instructor-led modes of training are available, offering the flexibility to suit individual preferences.

■ PROCESS:

Students create their user profiles on the BRASI web site. There is not cost involved and no payment information is needed at this stage.

On the landing page, they can find further details about the training courses, the procedures and eligibility requirement, helping them understand the features of the various courses and available options.

After the review, students select the course(s) they want to take, and proceed to check out. Acceptable modes of payment include major credit cards and PayPal. Some locations offer bank transfers as well.

The course is designed to be completed within three months. However, extension is allowed upon request.

Upon completing the course review, students can take the final test. Time allowed for the test is 90 minutes.

■ CERTIFICATE VALIDITY:

Each CIFA Certificate carries a unique ID identification number, and is valid for life.

LEARNING RESOURCES S include online interactive training modules, downloadable, print-ready handbooks, examples and exercise files and a quiz for each module. Students can take the final test upon completion of the course review, and download the certificate upon passing the test. Certificates for all of the BRASI courses are issued centrally by BRASI only.

Live Q&A sessions are held to answer any specific questions and explain key concepts as needed. Participation in the Q&A sessions is optional and is not taken into account for the passing score.

COURSE FEE, CANCELLATION AND REFUND: The course fee is posted on the BRASI website and is subject to change without notice. Cancellation is allowed within three days from the date of access to the on-line materials. Refund is made within one week of cancellation.



In celebration of its 42nd Anniversary, BRASI is offering subsidies in course fees. Details are available on the BRASI website.

Registration for BRASI courses can be done directly at the BRASI website or through BRASI's Affiliated Organizations, featured on the BRASI website. In either case, training is conducted utilizing BRASI online learning management system, and the certificate is issued by BRASI.

For further information, please visit the Contact Us page on the BRASI web site.



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