

Build Sustainable, Interactive & Impressive Reporting Models with Excel

BAR Certification Programmes

**BAR - Business Analytics
& Reporting**

**BAR^{3R} Refresh, Recap
& Revise the Essential
BAR Techniques**

**BAR+ Advanced Certificate in
Business Analytics & Reporting**

BAR CERTIFICATION PROGRAMMES AT A GLANCE



DESIGNED BY ACCOUNTANTS FOR ACCOUNTANTS

The programmes are contextualised to the industry standards with customised Excel functions that suit their applicability of the Accounting sector



CERTIFICATION BY ISCA

These programmes are endorsed by ISCA and participants are awarded with ISCA certificates*



1-HOUR TECHNICAL ASSISTANCE

A helpline is available to support participants who are in need of guidance on their project work*



APPLICATION-BASED

Participants engaged in guided project work with sustainable reporting models relevant to advanced Excel functions that will empower them with the capability and confidence in the course of their work



CPE HOURS

Participants are awarded up to 28 CPE hours upon completion of the full programmes

PROGRAMME FEES

BAR → **BAR^{3R}** → **BAR⁺**

	Individual Course	Individual Course	Individual Course
ISCA Member	S\$2,247	S\$388	S\$1,188
Non-ISCA Member	S\$2,461	S\$465	S\$1,425

For Package Price and In-House Training, please contact ISCA CPE.

*Applicable for BAR & BAR⁺

Business Analytics & Reporting

BAR



Refresh, Recap & Revise the Essential BAR Techniques

BAR^{3R}



Advanced Certificate in Business Analytics & Reporting

BAR⁺



Programme Summary

The **BAR: Business Analytics & Reporting** programme equip participants with new skills that in addition to enabling fast and comprehensive report generation, that also leads to the production of highly interactive and visually stunning reports.

Unlike other Excel driven programmes, the BAR programme prides itself on being designed to be application-focused within an accounting context. The syllabus is designed and taught by subject matter experts. This configuration allows them to be readily applicable, almost with immediate results, at the workplace.

- ▶ This unique programme will show participants how to combine the various advanced tools and features of Excel to automate and solve monthly financial reporting, financial analysis, budgeting and investment appraisal tasks.
- ▶ Impeccable knowledge to business leaders who aspire to achieve more within the business reporting

realm. The programme is highly suitable for CFO's Financial Controllers, Finance Managers, Bankers, Accountants, among others.

Programme Outline

Upon successful completion of the programme, participants will have benefitted in:

- Designing data empire to support all reporting requirements
- Building sustainable Excel-based reporting models
- Developing interactive models for decision making
- Conceptualising scenarios and what-if analysis for investment evaluation
- Creating visually stunning reports

A 4-day hands-on lab based experience to enhance their capability and confidence in their work.

Learners are awarded with a Certificate of Competency upon fulfilment of the project requirements.

Programme Summary

Over the years, the Business Analytics and Reporting (BAR) programme has equipped over 3000 individuals with quality report generating skills.

The **BAR^{3R}: Refresh, Recap & Revise the Essential BAR Technique** programme is designed to provide our past BAR participants with a platform to refresh, revise and recap the skills acquired, in a one-day comprehensive programme.

In addition, it allows the learners to revise various advanced tools and learn new features of Excel to refine your Business Reporting skills and fine-tune your monthly interactive financial reports and budgets.

- ▶ This programme is intended for learners who had attended Business Analytics and Reporting (BAR) programme.
- ▶ The programme employs a lecture style approach with hands-on, lab-based exercises and discussions using sample data models.

Programme Outline

A 1-day, hands-on experience that includes practice application of BAR concepts through a practical case study.

Refreshing the concepts and formulas learnt during the 3-day BAR programme through:

- Reinforcement of key Excel formulas such as Index, Match, Choose, etc. that are crucial to the creation of interactive reports
- Best practices in Data Modelling with emphasis on separation of Data from Reports
- Concise revision of various Business reports such as Business Summary Report, Country Report and Product Report

Detailed discussion of common problems and means of debugging issues arising from report creation processes.

Programme Summary

The **BAR⁺: Advanced Certificate in Business Analytics & Reporting** programme is designed to provide past BAR participants a platform to enhance your business reporting skills and refine your financial reporting models in a 2-days intensive programme.

With its comprehensive coverage, from time-saving tricks to automation tips, the course elevates the learner to a new level of financial reporting.

- ▶ The programme is suitable for learners who have completed Business Analytics & Reporting (BAR) and who wish to incorporate advanced techniques to build interactive reports and dashboard.
- ▶ Any advanced users of Excel who wish to master the advanced BAR techniques in 2 days and learn how you can be an expert in building sustainable, interactive and impressive reporting models with Excel.

Programme Outline

- The Performance Dashboards & Analysis Perspectives
- Overview of the BAR conceptual frameworks and their use in building interactive charts and tables
- Importing Data & Working with Pivot Tables
- The Application of Excel to Building Key Models & Dashboards
- Incorporating Advanced Macro Techniques Into Models & Dashboards
- A 2-day hands-on experience that includes an assessment element.
- 1-hr E-Learning module
- Learners will be awarded a Certificate in Completion and an Advanced Certificate in Business Analytics and Reporting (BAR) once they have passed the assessment.

BUSINESS ANALYTICS AND REPORTING (BAR) CERTIFICATION PROGRAMMES

The Business Analytics and Reporting (BAR) Certification Programmes are spin-off from our popular proprietary 4-day programme – BAR. The programmes provide a holistic approach to target on the specific training needs of our Accounting and Finance professionals on number crunching, financial reporting and data presentation using Excel and closing the training gaps of our past BAR participants.

Participating in the BAR Certification Programmes equip one with enhanced competitive advantage through increased productivity and excellent spreadsheet management skills. Standout among

your peers and add value to your resume by becoming an Excel power user.

The BAR^{3R} enables past BAR participants to rejuvenate their reporting skills and advanced Excel formulas prior to mastering their next level of business reporting.

The BAR+ Certification Programme focuses on augmenting the BAR concept, nurturing one's reporting skills to expert levels and espouses advanced Excel techniques integral to report automation and spreadsheet debugging.



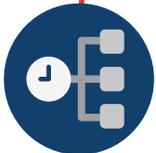
BENEFITS OF ISCA BUSINESS ANALYTICS AND REPORTING CERTIFICATION PROGRAMMES



Gain competitive advantage with a certificate issued by ISCA, the National Accountancy Body of Singapore



Elevates the participant to a new level of financial reporting proficiency by sharpening one's knowledge on Excel spreadsheet use



Fosters improved productivity hence better time and resource management



Add value to your resume and provide assurance to potential employers by being an expert in business reporting



Aids one's progress in professional development

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Operating Hours

Mondays to Fridays:
8.30am - 5.30pm
Closed on Weekends
and Public Holidays

www.isca.org.sg



HOW DO YOU BEGIN: 4 EASY STEPS



1 Complete the pre-requisite programmes (AER or IT008C) to learn the key essential formulas as required for BAR



2 Attend and complete the 3-Days Business Analytics and Reporting (BAR) programme and be awarded with a Certificate of Completion



3 Begin on your BAR project work with a 1-hour technical assistance provided



4 Be awarded with ISCA's Certificate of Competency upon successful completion and pass of BAR project work

ENROLMENT DETAILS

Please visit our website for online registration at cpe.isca.org.sg

TESTIMONIALS

The instructor is very competent and helpful. I will definitely recommend it to my peers.

Senior Manager, attended **BAR Programme**

Excellent programme. I will highly recommend it to anyone at work to improve work efficiency and remove redundant steps.

Finance Director, attended **BAR Programme**

I thought the class was very well organised and any questions raised were systematically answered by the trainer who was very approachable and knowledgeable.

Accountant, attended **BAR Programme**