

Annexure I:

AIBF Academic Calendar 2018

S.NO	January	Hours	Starting Date	Ending Date
Short Term				
1	Risk Based Audit Approach	09	08	10
2	Sales , Marketing and Customer Retention	09	08	10
3	Operational Control Tools & Techniques for Effective Branch Management	09	15	17
4	IT Governance Frame work	09	15	17
5	Monitoring Suspicious Transactions	09	22	24
6	Liquidity Risk Management	09	22	24
7	IS Risk management	09	29	31
8	Sharia Compliance	09	29	31
Zonal				
1	Know Your Customer & Customer Due Diligence (Nangarhar)	12	06	07
2	Know Your Customer & Customer Due Diligence (Balkh)	12	27	28
Regional				
1	AML/CFT Compliance (IIBF)	30		
Medium Term Professional Certifications				
1	Certified Marketing & Communications Specialist	36		
2	Certified HRM Professional	36		
Long Term Program				
1	Diploma in Banking & Finance			
3	ACCA F1 & F2	45		

NO	February	Hours	Starting Date	Ending Date
Short Term				
1	Financial Statement Analysis- A Lender Prospective	09	05	07
2	Improving Selling Skills for Banking Products & Services – IFC Module	09	05	07
3	International Auditing Standards	09	12	14
4	Suspicion Transaction Report	09	12	14
5	Risk Management with Basel Accords	09	19	21
6	Bank Guarantees: Problems, Challenges & Their Solutions	09	19	21
7	SME Financing	09	26	28
8	Credit Risk Rating & Scoring	09	26	28
Zonal				
1	Know Your Customer & Customer Due Diligence (Mazar)	12		
Medium Term Professional Certifications				
1	Certified Credit Specialist			
2	Project Management Professional (PMP-PMI)			
Long Term programs				
1	ACCA- F2 & F4	45		

NO	March	Hours	Starting Date	Ending Date
Short Term				
1	Financial Reporting based on DAB requirements	09	05	07
2	Regulatory Compliance	09	05	07
3	Effective Bank Audit: Techniques & Best Practices	09	12	14
4	Know Your Customer & Customer Due Diligence	09	12	14
5	Credit Risk Management	09	19	21
6	Electronic Frauds & Its Prevention	09	19	21
7	Advanced HRM	09	26	28
8	Electronic Frauds & Its Prevention	09	26	28
Zonal				
1	Know Your Customer & Customer Due Diligence (Kandahar)	12		
Medium Term Professional Certifications				
1	Certified Internal Auditor (CIA-IIA)	36		
2	Certified Credit Specialist	36		
Long Term Programs				
1	ACCA F3 & F6	45		

NO	April	Hours	Starting Date	Ending Date
Short Term				
1	Lending Skills , Documentation & Recovery	09	02	04
2	Cyber Crime Management	09	02	04
3	Market Risk Management	09	09	11
4	Compliance Function at Branch Level	09	09	11
5	ATM Network Planning – Onsite/ Offsite	09	16	18
6	Islamic Banking Products & Its Development	09	16	18
7	Financial Statements Analysis- Lender Perspective	09	23	25
8	International Standards On Auditing	09	23	25
Zonal				
1	KYC and CDD (Herat)	12		
Medium Term Professional Certifications				
1	Project Management Professionals-PMI	36		
2	Certified Information Security Auditor (International)	36		
Long Term Programs				
2	ACCA- F5 and F7	45		

NO	May	Hours	Starting Date	Ending Date
Short Term				
1	Credit Risk Rating and Scoring	09	01	03
2	Controlling Costs- IFC Module	09	07	09
3	Bank Marketing, Branding & Relationship Banking	09	07	09
4	Sharia Law for Islamic Banking	09	07	09
5	AML/ CFT Regime- Its Requirements And Application in Banks	09	14	16
6	Oracle and Database Management	09	14	16
7	Treasury Operations Management	09	21	23
8	Core Banking System and its Solution	09	21	23
Zonal				
1	General Banking Operations (Nangarhar)	12		
Medium Term Professional Certifications				
1	Professional Certification in Islamic Banking- INCEIF	45		
2	Certified Accountant	45		
Long Term Programs				
1	ACCA- F6 & F8	45		
2	Diploma in Banking and Finance			
3	MSC in Islamic Banking			

NO	June	Hours	Starting Date	Ending Date
Short Term				
1	Internet Banking With IT Frauds	09	04	06
2	How to Avoid Frauds & Forgery in Banks' Branches- Auditing Prospective	09	04	06
3	Operational Risk Management	09	04	06
4	Compliance Management	09	11	13
5	Internal Audit and Internal Control	09	11	13
6	Islamic Risk Management	09	11	13
7	Corporate Governance	09	18	20
8	Advanced Credit Management	09	18	20
Zonal				
1	General Banking Operations (Balkh)	12		
Regional Trainings (Short Term)				
1	Sharia Compliance (INCEIF)	30		
Medium Term Professional Certifications				
1	Certified Internal Auditor (CIA) Part 2	36		
2	Certified IT specialist	45		
Long Term Programs				
1	ACCA- F6 & F8	45		

NO	July	Hours	Starting Date	Ending Date
Short Term				
1	Non-Performing Loans: Early Warning Signals, Restructuring/ Rescheduling & Write Offs	09	02	04
2	Evaluating Investment Decisions- IFC Module	09	02	04
3	Customer Service Techniques for Business Success	09	02	04
4	Introduction to Information System Audit	09	09	11
5	Human Resource Development	09	09	11
6	Guidelines on Operational Risk- Tools & Techniques of Risk Mitigation & Management	09	16	18
7	Islamic Banking Products & Services	09	16	18
8	Foreign Account Tax Compliance Act “ FATCA”	09	16	18
9	Introduction to Microfinance	09	23	25
Zonal				
1	General Banking Operations (Kandahar)	12		
2	Know Your Customer & Customer Due Diligence (Mazar)	18	05	07
Medium Term Professional Certifications				
1	Certified Fraud Examiner (CFE) Part 2- ACFE	36	12 August to October 14, 2018	
2	APRM and PRM	36		

NO	August	Hours	Starting Date	Ending Date
Short Term				
1	Foreign Account Tax Compliance Act “ FATCA	09	06	08
2	Evaluating Investment Decisions- IFC Module	09	06	08
3	Marketing Communications and Branding	09	13	15
4	Introduction to Information System Audit	09	13	15
5	Guidelines on Operational Risk- Tools & Techniques of Risk Mitigation & Management	09	20	22
6	Risk Management Framework with Basel Accords	09	20	22
7	Sharia Audit	09	27	29
8	Branch Management	09	27	29
Zonal				
1	Customer Services Management (Nangarhar)	12		
Regional				
1	Corporate Governance and Leadership (IIBF)	30		
Medium Term Professional Certifications				
1	Certified Compliance Specialist	36		
2	Certified Fraud Examiner (CFE)	36		
Long Term Programs				
1	ACCA- F8, P2	45		
2	Diploma in Banking & Finance			

NO	September	Hours	Starting Date	Ending Date
Short Term				
1	Agriculture Value Chain Finance (AVCF)	15	04	08
2	Legal Documentation & Foreclosure in Mortgage Financing	09	03	05
3	Saving Mobilizations	09	03	05
4	Investment and Portfolio Management	09	10	12
5	Red Alerts of Money Laundering & Combatting Terrorist Financing	09	10	12
6	ATM Operations & Reconciliation	09	17	19
7	Fraud and Forensic Auditing	09	17	19
8	Account Opening Rules and Regulations	09	24	26
Zonal				
	Customer Services Management (Balkh)	12		
Medium Term Professional Certifications				
1	Certified Accountant			
2	Certified Islamic Banker	36		
Long Term Program				
1	ACCA- F1 & P5	45		

NO	October	Hours	Starting Date	Ending Date
Short Term				
1	Asset Liability Management	09	01	03
2	Cash and Liquidity Management	09	01	03
3	Business Loan Monitoring	09	08	10
4	Effective Bank Audit; Techniques and Practices	09	08	10
5	Bank guarantee Problems Solutions	09	15	17
6	Credit Appraisal	09	15	17
7	AM and KYC	09	22	24
8	Corporate Governance Risk	09	22	24
Zonal				
1	Customer Services Management (Herat)	12		
Medium Term Professional Certifications				
1	Professional Certification in Islamic Banking- INCEIF	36		
2	Project Management Professional (PMP)- PMI	36		
Long Term Program				
1	ACCA- F2 & P6	45		
2	MSc. In Islamic Finance			
3	Diploma in Banking and Finance			

NO	November	Hours	Starting Date	Ending Date
Short Term				
1	Minimizing and Managing Loan Problems	09	05	07
2	Internal Control Procedures for Cheque Payment & Cheque Frauds and its Mitigation	09	05	07
3	AML CFT Regime and its Applications	09	12	14
4	Challenges and Opportunities in Branch Banking Operations	09	12	14
5	Red Alerts of Money Laundering & Combatting Terrorist Financing	09	19	21
6	ATM Operations & Reconciliation	09	19	21
7	Fraud and Forensic Auditing	09	26	28
8	Account Opening Rules and Regulations	09	26	28
Zonal				
	Customer Services Management (Kandahar)	12		
Medium Term Professional Certifications				
1	Certified Compliance Specialist			
2	Certified Branch Manger	36		
Long Term Program				
1	ACCA- F1 & P5	45		

NO	December	Hours	Starting Date	Ending Date
Short Term				
1	Back End Operations and IT Technology for banks	09	03	05
2	Loan Portfolio Management	09	03	05
3	Regulatory Control and Monitory in Banks	09	10	12
4	AML & CFT Risk, Indicators, and Policies	09	10	12
5	Credit Risk Rating & Pre Sanction Credit Review	09	17	19
6	Sharia Standard on Murabaha, Ijarah and Diminishing Musharkah	09	17	19
7	Corporate Governance and Leadership Skills	09	24	26
8	Strategic Planning, Effective Budgeting and Cost control	09	24	26
Zonal				
	General Banking Operations (Kandahar)	12		
Medium Term Professional Certifications				
1	Certified Risk Management Specialist			
2	Certified IT Specialist	36		
Long Term Program				
1	ACCA- F1 & P1	45		

Note: The remaining courses and exams will be conducted according to our legal obligations of (singed projects, ACCA and ACAMS CBE Exams, Government Institutions and General Public) Demands.