

MIA WEBINAR SERIES

Coding in VBA

Take the first step. Automate your non-value adding processes.

This is a VBA coding class delivered in Microsoft Excel. Learn the basics of coding to automate repetitive tasks in your desktop processes.

4 & 5 April 2022 (Monday & Tuesday), 9.00 am – 5.00 pm



Coding in VBA

Take the first step. Automate your non-value adding processes.

Participants will be taught basics of code before the deep-dive into Excel programming such as manipulating objects and other facets of Excel. This includes mastering forms, controls, trapping errors, working code through data, and coming out with useful practical applications.

Participants will be assigned mini-projects to complete during training to test their skills in applying the knowledge taught.

OBJECTIVES

This programme seeks to help you:

- Grasp the fundamentals of VBA coding
- Be able to create VBA applications

METHODOLOGY

A highly interactive learning session with trainer/speaker-led facilitation, live Q&As, quick polls/surveys, self-assessment quizzes and participant's feedback on learning outcome achievement.

NOTE: Participants would require a PC/Computer installed with Excel 2010/above.

WHO SHOULD ATTEND

Advanced users of MS-Excel who seek programming skills in VBA. Participants should have the desire to learn code and possess an inception-to-completion mindset.

SPEAKER/TRAINER

VINCENT CHIN

Vincent is a HRDF-certified trainer specialising in Financial Modelling, Lean Six Sigma and Excel, and is a continuous improvement training consultant. He has over 20 years of work and training experience in multiple industries where he was in charge of financial and business reengineering functions. He also develops complex VBA applications regularly in process improvement projects which requires his expertise. His background in financial operations and process re-engineering experience aids him to create a unique training methodology that mimic closely the solutions that are needed in his participants' organisations. Vincent is a Chartered Accountant (Association of Chartered Certified Accountants) and a Six Sigma Black Belt (ASQ) professional.



Participants would require a laptop/computer installed with MS Excel 2010 and above.

Coding in VBA

Take the first step. Automate your non-value adding processes.

PROGRAMME OUTLINE

DAY 1

8.30 am – 9.00 am	Participants login to join the webinar
9.00 am – 10.30 am	SESSION 1 <ul style="list-style-type: none"> • Macro Recording <ul style="list-style-type: none"> > Recording and running Macros > Running a Macro > Adding a Macro/procedure to the Quick Access Toolbar > The Personal Macro Workbook
10.30 am – 12.00 pm	SESSION 2 <ul style="list-style-type: none"> • The VBA Development Environment <ul style="list-style-type: none"> > VBA and VBE > Editing Macros in VBE > Understanding the development environment > Understanding macro security settings • Understanding and Creating Modules <ul style="list-style-type: none"> > Defining procedures and creating a sub-procedure > Working using the code editor
12.00 pm – 1.00 pm	Break
1.00 pm – 3.00 pm	SESSION 3 <ul style="list-style-type: none"> • Variables and Expressions <ul style="list-style-type: none"> > Defining expressions and statements > How to declare variables > Naming variables > Assigning values to variables > Declaring variables explicitly > Determining data types > Programming with Variable Scope
3.00 pm – 5.00 pm	SESSION 4 <ul style="list-style-type: none"> • User-Defined Functions <ul style="list-style-type: none"> > Creating a function procedure > Calling a UDF > Using a function within an Excel workbook
5.00 pm	End of Day 1

DAY 2

8.30 am – 9.00 am	Participants login to join the webinar
9.00 am – 10.30 am	SESSION 1 <ul style="list-style-type: none"> • Defining Objects <ul style="list-style-type: none"> > Examining the Excel object hierarchy > Defining collections > Working with properties > The with statement > Working with methods > Event procedures > Self-starting procedures
10.30 am – 12.00 pm	SESSION 2 <ul style="list-style-type: none"> • Loops <ul style="list-style-type: none"> > Loop guidelines > Using the For Each...Next structure > Using the If...End If Decision structures > Looping through workbooks and worksheets > Looping through cells and ranges
12.00 pm – 1.00 pm	Break
1.00 pm – 3.00 pm	SESSION 3 <ul style="list-style-type: none"> • UserForms and Controls <ul style="list-style-type: none"> > Creating UserForms and controls > Using UserForm properties, events and methods > Coding, Userforms, Controls and user interactivity
3.00 pm – 5.00 pm	SESSION 4 <ul style="list-style-type: none"> • Error Handling <ul style="list-style-type: none"> > VBA's error trapping options > Capturing errors with the On Error statement > Determining the Err Object > Coding an error-handling routine
5.00 pm	End of Webinar

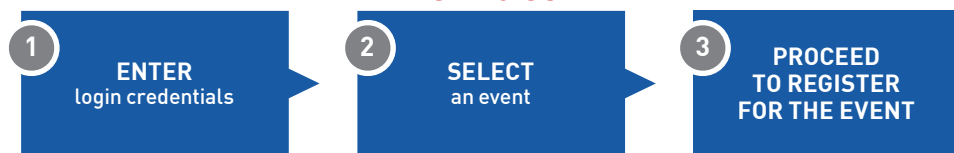
NOTE: The order of topics to be covered may be revised at the trainer/speaker's discretion.

REGISTRATION PROCESS



- To view more events and download the full brochure, please visit: **pd.mia.org.my**
- Search and select the event
- Click 'Register' to experience the new system by continuing with the respective steps below:

EXISTING USER



NEW USER



For any assistance, please call (8.45am-5.30pm, Monday-Friday)

MIA Help Desk @ 603-2722 9000

TERMS & CONDITIONS FOR WEBINARS

WEBINAR FEE

- Fee is payable to MALAYSIAN INSTITUTE OF ACCOUNTANTS
- For selected webinars, the fee includes e-materials.
 - Individual Registration:** Full payment shall be made at the point of online registration.
 - Corporate Registration:** Full payment shall be made within thirty (30) days from the date of the invoice or 1 day before the webinar, whichever earlier.
- Access to join the webinar shall be granted only upon full payment as per the above requirement.

WEBINAR ACCESS LINK

- The Access Link will be emailed at least 24-hours before the commencement of the webinar.
- The Access Link is unique and should not be forwarded/shared with others.

PAYMENT MODE

- Payment must be made through the **electronic channels i.e. online payment via the MIA member service portal and electronic fund transfer (EFT).**
- Payment by **cash and cheque is NOT ACCEPTABLE** effective from 1 January 2022.

CANCELLATION

Should the participant decide to cancel his/her enrolment, a cancellation policy shall be applied as follows:

- For written cancellation received with minimum seven (7) days' notice from the date of the webinar, no penalties will be imposed and full refund will be made to participants who have paid.
- For written cancellation received less than seven (7) days from the date of the webinar, an administrative charge of 20% of the registration fee will be imposed. Unpaid registrations will also be liable for a 20% administrative charge.
- No refunds will be made for written cancellations received on the day of the webinar or for participants who failed to join the webinar. Unpaid registrations will also be liable for full payment of the registration fee.
- Replacing registered participants is not allowed.
- Paid registration that is cancelled can opt to transfer the paid amount to future event(s) after deducting any applicable administrative charges.
- The transfer request to future event(s) should be confirmed by Corporate/Individual within three (3) days after cancellation otherwise the cancellation will be confirmed with refund action. Transfer request will not be entertained after the refund is processed.
- Corporate/Individual is required to top-up the balance amount if the amount to be transferred to the future event is insufficient.
- Any excess amount after transfer will be refunded to the Corporate/Individual's bank account as provided in the EFT form.
- Corporate/Individual is required to provide the EFT form each time when a refund is requested.

PARTICIPANT'S CLASSIFICATION AND INFORMATION

Category: Corporate/Individual

- Please select the participant classification carefully as it determines the fee payable. No alteration will be allowed upon registration.
- The information on Corporate/Individual provided shall be deemed true and correct. No alteration will be allowed upon registration.

METHODOLOGY, CERTIFICATE OF ATTENDANCE AND CPE CREDIT HOURS

- Live Q&As, quick polls/surveys will be carried out throughout the

webinar.

- For selected webinars, pre and/or post course materials will be shared with participants.
- Self-assessment quizzes at the beginning as well as at end of the webinar will be given to enable participants to self-evaluate themselves on their learning performance and level of understanding of the programme content.
- Participants will be issued with an e-certificate of attendance and awarded CPE credit hours upon strict compliance of the following terms:**
 - Remain logged in at least 80% of the time allocated for the webinar.
 - Submit the post-course evaluation on learning outcome within 3 days after the completion of the webinar (late submission of the post-course evaluation will not be entertained).
- CPE credit hours will be credited into the MIA Member Services Portal within 14 days of the webinar for participants who have complied with all terms and conditions stipulated herein.
- Listening to pre-recorded webinar and/or reading from past webinar e-material shall not qualify as structured CPE credit hours.

COPYRIGHT

The materials of the webinar shall not be disclosed or used in any manner, either wholly or partially against any other parties and/or used in any manner, either wholly or partially as a defence by you and/or any other parties under any circumstances. The participants are therefore prohibited from reproducing any materials of this programme. All copyright and/or intellectual property rights in any relevant materials produced in this Programme will remain with the party who produced such materials.

MIA disclaims responsibility for the materials of this programme. Neither the MIA, its Council or any of its Boards or Committees nor its staff shall be responsible or liable for any claims, losses, damages, costs or expenses arising in any way out of or in connection with any persons relying upon the materials provided during the webinar.

DATA PROTECTION

Information given by the participants to MIA is true, accurate and to the best of their knowledge. The participants have read and agreed with the Privacy Notice as stated on MIA's official website and therefore, allow MIA to collect, process, store and use the participants' data other than what is provided under the Personal Data Protection Act 2010.

EXCLUSION OF LIABILITY

This webinar shall not constitute an endorsement of the speaker(s) by MIA and MIA shall not be liable for whatsoever circumstances arising from any engagement between the speaker(s) and the webinar's participants.

DISCLAIMER

Malaysian Institute of Accountants (MIA) reserves the right to change the speaker(s), date(s), time(s) and to cancel the webinar should circumstances beyond its control arise. MIA shall not be responsible for any costs, damages or losses incurred by the participant due to the changes and/or cancellation. MIA also reserves the right to make alternative arrangements without prior notice should it be necessary to do so. Upon registering, you are deemed to have read and accepted the terms and conditions herein.

WEBINAR FEES

Member/Member Firm	RM 900
Non-member	RM 1,200

Preferred Payment: Pay with MIA-CIMB Affinity Credit Card.

WEBINAR DETAILS & REGISTRATION

4 & 5 April 2022 (Monday & Tuesday)

Session 1 : 9.00 am – 10.30 am
 Session 2 : 10.30 am – 12.00 pm
 Session 3 : 1.00 pm – 3.00 pm
 Session 4 : 3.00 pm – 5.00 pm

Contact : Naim
 Tel : 03 2722 9250
 Fax : 03 2722 9009
 Email : pd@mia.org.my
 Address : Malaysian Institute of Accountants
 Dewan Akauntan
 Unit 33-01, Level 33,
 Tower A, The Vertical
 Avenue 3, Bangsar South City
 No. 8, Jalan Kerinchi
 59200 Kuala Lumpur