

## EQF/MQF LEVEL 6

# Award in Principles of Accounting

LW/SC/10

<b>Contact Hours:</b>	<b>50</b>
<b>Placement Hours:</b>	<b>-</b>
<b>Self Study Hours:</b>	<b>190</b>
<b>Assessment Hours:</b>	<b>10</b>
<b>Total Learning Hours:</b>	<b>250</b>

### COURSE DESCRIPTION

This course introduces students to the main principles of accounting and allows them to become familiar with the functions and objectives of accounts within organisations. Students will be introduced to systems and procedures such as double-entry, book keeping, cash and assets, cash flows, purchases and sales, and others.

### COMPETENCIES

- Prepare simple entries and general ledger accounts;
- Generate simple trial balance and financial statements;
- Carry out adjustments in financial reports as required by top management and changes and fluctuations;
- Manage financial statements under supervision of the accounting and financial manager;
- Monitor changes in the financial environment.

**DURATION** 10 weeks

**CREDIT VALUE** 10 ECTS

**MODE OF TRAINING** This programme uses a blended approach focusing on an interactive strategy which combines face-to-face sessions and online learning activities. This offers flexibility and allows the adult learner space to further his/her education while maintain own family-work-personal life commitments. It also offers flexibility allowing the learner to study from any location.

**ASSESSMENT** Formative Assessment: 20%,

Summative Assessment: 80%

**LECTURER:** Ms Alexandra Pirotta

### LEARNING OUTCOMES

By the end of the course, students will be able to:

- Explain the difference between personnel management and human resource management
- Describe the link between organizational strategy & human resource planning
- Apply leadership theories to practice and assess potential in leading people
- Describe the stages involved in planning human resource requirements
- Identify the limitations of financial statements;
- Examine the role of financial statements in accounting;
- Communicate making use of basic terminology used in financial accounting;
- Understand basic accounting terminology;
- Examine the methods organisations use to monitor employee performance
- Identify the use of debtors, creditors and bank reconciliation statements;
- Examine and critically outline the use of the principles of accounting in organisations.

### ENTRY REQUIREMENTS

Be in possession of Minimum Level 4 certification from a recognised local or foreign awarding body or A-level standard of education,

The Maturity Clause will also apply for those over 23 years of age, but such prospective students will be required to go through an interview.



Candidates may be applying for recognition for prior learning (PRL) for up to 50% of the total ECTSs for this programme as per MFHEA's guidelines.

Have a good command of oral and written communication in English with a level of proficiency in English equivalent to at least IELTS Level 6.

## FUNDING

Applicants may get up to 70% of the fee back through the Get Qualified Scheme.

## PART-TIME

Lectures are held twice a week in the afternoon on a part-time basis.