

ACCOUNTING & FINANCE DIPLOMA & ADVANCED DIPLOMA

The accounting & finance program has been designed for those contemplating employment within the accountancy field. It is also suitable for those already unemployed who seek to develop their business, accounting and finance skills for career progression purposes.

Objectives:

To provide employees and prospective accounting and finance students with a body of knowledge which will:

- a) increase their employment opportunities
- b) prepare them for careers in the fields of accountancy and
- c) Provide them with a qualification which will enable them to progress to supervisory positions at a later stage in their careers.

DIPLOMA PART 1

1. Bookkeeping
2. Business management & administration
3. Economics for business
4. Numeracy & statistics

Duration: **1 YEAR**

DIPLOMA PART 2

5. Accounting 2
6. Business law
7. computer appreciation & applications
8. cost accounting

Duration: **1 YEAR**

The Diploma in Accounting & Finance is awarded on Completion of all Part 1 & Part 2

Subjects.

The Advance diploma in Accounting & Finance subjects:

1. Accounting 3
2. Auditing & Taxation
3. Financial management
4. Management theory & practice

Duration: **1 YEAR**

-The advanced diploma in accounting & finance is awarded on completion of the above subjects

-on successful completion of all the examination in part 3 students may apply for association membership of the institute.

CONTINUING EDUCATION

The accounting program will serve as an excellent route way for students who ultimately seek full professional status and will provide first class underpinning knowledge for the main stream UK based accounting bodies such as ACCA and CIMA. CIMA will give full exemption for all four of their current (1995 scheme) stage one examinations to candidates who have passed the eight subjects which now make up parts 1 & 2 of the Diploma in Accounting & Finance.

ACCA- ASSOCIATION OF CERTIFIED CHARTERED ACCOUNTANTS

KNOWLEDGE

- F1: Accounting in Business
- F2: Management Accounting
- F3: Financial Accounting
- F4: Corporate and Business Law
- F5: Performance Management
- F6: Taxation
- F7: Financial Reporting
- F8: Audit and Assurance
- F9: Financial Management

ESSENTIAL PROFESSIONAL

- P1: Professional Accounting
- P2: Corporate Reporting
- P3: Business Analysis
- P4: Advanced Financial Management
- P5: Drafting Financial Statements
- P6: Advanced Performance Management
- P7: Advanced Audit Assurance

CERTIFIED ACCOUNTING TECHNICIAN SCHEME (CAT)

INTRODUCTORY

PAPER 1

Recording Financial Transaction

PAPER 2

Information for Management Control

INTERMEDIATE LEVEL

PAPER 3

Maintaining Financial Records

PAPER 4

Accounting for Cost

ADVANCED LEVEL C

PAPER 5

Managing People

PAPER 6

Drafting Financial Statements

PAPER 7

Planning, Control & Performance Management

PAPER 8

Implementing Audit Procedures

PAPER 9

Preparing Taxation Computations

PAPER 10

Managing Finances

ASSOCIATION OF ACCOUNTING TECHNICIANS (AAT)

OLD SCHEME

Foundation Stage

1. Preparing Ledger Accounts
2. Making And Recording payments
3. Ledger Balances & Initial Trail Balance

4. Recording Income & Receipts
5. Computer Applications
6. Office Practice & Administration
7. Information management Control

Intermediate Stage

1. Maintaining Financial Records
2. Recording and Evaluation Costs
3. Revenues
4. Preparing Reports and Returns
5. Pastel
6. MS. Access

Technician Stage

1. Management of Performance and the Enhancement of Value
2. Planning & Control of Resource
3. Taxation
4. Implementing Auditing Procedure
5. Operating a Cash Management & Credit Control
6. Drafting Financial Statement

NEW SCHEME

Certificate

- Introductory Accounting (derived from NVQ units 1, 2, &3)
- Accounting work skills (derived from NVQ/SVQ units 4,7,21,22,23 and Computerized accounting parts of units 1, 2 and 3)

Advanced Certificate

- Financial Accounting
- Costing
- Operating a cash Management and credit control system
- Accounting work skills
- Professional ethics

Diploma

- Drafting Financial statements
- Management accounting (derived from NVQ/SVQ units 8 and 9)
- Managing systems and people in the accounting environment
- Professional ethics
- Implementing auditing procedures
- Preparing business taxation computations
- Preparing personal taxation computations