



Secretarial



The Key
To Your
Success !!

**BUSINESS FINANCE ACCOUNTING
AWARD**

**ACCOUNTING IN BUSINESS
DIPLOMA 2017 - 2019**

**THIS COURSE IS ELIGIBLE FOR A REFUND OF
APPROX €1600 FROM THE GET QUALIFIED SCHEME
OF THE MALTA ENTERPRISE**

**MQF Level 5
+ 16 credits**



This course is recognized by The National Commission for Further and Higher Education (NCFHE) at Level 5 of the Malta Qualification Framework and the European Qualifications Framework for Lifelong Learning.

Course Objectives:

This course will provide learners with the necessary skills to work in an Office or Accounting Department and also provides a flexible open - entry route into the Skills module of the recommended requirements to start studying for the ACCA qualification. On completion of this course the students would have acquired a Level 5 ACCA Diploma in Accounting in Business.

Competence

Upon completion one will be qualified to work in the following roles:

- Basic book-keeping
- Trainee accountant in a commercial organisation or accounting practice
- Accounts clerk in the public & private sector
- Receptionist
- Clerk / Secretary

The course consists of 6 core subjects involving lessons, discussions and workshops.

During the 1st semester students will be studying the following three subjects:

Accounts & Book-keeping – This subject provides skills in recording financial transaction and process accounting in business such as purchases, sales, receipts and payments. It also include VAT preparation and financial statements for different types of businesses.

Computerised Accounts – This subject provides knowledge and skills to work with Sage software. Accounting skills such as double-entry book-keeping, costing principles, maintaining of ledgers and journals together with invoicing, banking and management reports.

Business Finance – This subject provides accounting managerial skills and knowledge that is needed on a day-to-day basis such as preparing cash flow budgets, payroll workings, overhead costings, stock movement and debt chasing and assist in decision making.

Students will also participate in various workshops which will include Curriculum Vitae preparation, Preparation for interviews, Office Skills and Customer Care. A certificate of participation will be given to those participating.

*When students pass the first Three Exams they will obtain their first **16 credits** after which students proceed with their studies at a higher level to obtain the ACCA F1, F2 and F3 certificate which together make up the Diploma in Accounting & Business (MQF Level 5)*

F1 / FAB Accountant in Business

F2/ FMA Management Accounting

F3 / FFA Financial Accounting

After successfully passing all exams the students will have achieved The Award in Business Finance & Accounting Level 3 plus the Diploma in Accounting & Business Level 5 issued by ACCA.

To obtain the Diploma in Accounting and Business Level 5 students will also have to sit for an online exam in ethics which can be downloaded free of charge from the ACCA site (details will be provided).

Entry Requirements

There are no formal entry requirements for candidates undertaking this qualification but a basic knowledge of English is mandatory.

Lessons

Lessons are held twice a week between 9.00-12.30

Between October 2017 – June 2018 on passing Accounts & Book-keeping, Computerised Accounts & Business Finance exams students will achieve the Award in Business Finance & Accounting qualification MQC level 3

Between October 2018 – June 2019 applicants will have lectures covering ACCA F1 F2 & F3 and students can sit for the ACCA Computer Based Exams at Learnkey Training Institute.

Price

€150 Registration Fee (payable with application)

1st year (12 months) between October 2017 – September 2018 (€115 monthly)

2nd year (9 months) between October 2018 – June 2019 (€125 monthly)

This course falls under the Get Qualified Scheme which entitles students to 70% in tax credits. For further details visit the Malta Enterprise Site.

Limited places

Maximum number of students in a class is 20, to guarantee individual attention

Offer for the first 10 applicants

- **FREE ECDL Base / Standard course (Worth €150).**
- **20% discount when referring another student.**
- **Applicants will receive a Student Card which entitles them to discounts from various fashion and gadgets outlets.**



Tel:

21443140 / 21447575
or 99443140

E-mail: info@learnkey.com.mt

Website:

www.learnkey.com.mt

Facebook:

Learnkey Birkirkara
ACCA Learnkey

Learnkey Training Institute
83, Mannarino Road,
Birkirkara BKR 9084

Malta



