



The Key
To Your
Success !!

ADVANCED ADMINISTRATION & ACCOUNTING COURSE

60 Credits

This course is recognized by The National Commission for Further and Higher Education (NCFHE) as Level 4 of the Malta Qualification Framework and the European Qualifications Framework for Lifelong Learning.

Course Objectives:

This course will provide learners with the necessary skill to work in Office Administration and in the Accounts Department. Upon completion of this course the learner will be able to do his job well within an office.

Knowledge

Good knowledge of management accounting techniques, attending meetings and take minutes of meeting, telephone skills, thorough understanding of the treatments of tangible assets and relevant depreciation calculations, calculations for disposal of assets and maintenance of a fixed asset register, calculation the provision of bad debts and post the necessary journal entries. Become more professional in typing and letter presentations.

Competence

After completing this course candidate will be capable of working in accounts department, front office administration, reception areas, customer care, production management office also using the Sage software and payroll system.

Skills

Working with budgets, costings, payroll and accounts inputting on Sage Software, bank and cash reconciliation, debtors and creditors control, input sale of assets and depreciation, filing and handling customer's complaints, attending meetings, working with spreadsheets and creating professional letters.

The course consists of 7 core subject's combination of lessons, discussions and presentations.

Accounts & Bookkeeping – This subject provides skills in recording financial transactions and process accounting in business such as purchases, sales, receipts and payments.

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 financial skills and knowledge that are needed on a day-to-day basis such as preparing cash flow budgets, payroll workings, overhead costings, stock movement and debt chasing.

Customer Care - Customer Service is at the heart of all successful companies. It can help develop a loyal customer base and improve relationships with your customers. Learning techniques for dealing with customers, able to be assertive, communication skills and time management skills.

Spreadsheets - This subject is created to demonstrate an ability to use a spreadsheet to produce accurate work outputs, while it is of a high importance in the accounting field. Learning techniques in entering data and formulas, graph and display data and creating professional reports.

Word Processing - With the use of word processing software, the user is able to produce accurate and well-presented documents. Learning techniques how to enhance the appearance of documents, mail merge, security tools, importing texts, fast typing and creating professional reports.

Office Procedure - This subject will assist learners in learning and practicing important office procedures, such as basic banking, records management, postal and courier services, telephone and fax services, dealing with public and using the internet to research information, telephone skills and other day to day office work.

*After successfully passing all exams student will have achieved **60 credits** in total. This qualification is recognized by the Malta Qualification Council as MQF Level 4.*

Entry Requirements

There are no formal entry requirements for candidates undertaking this qualification but a basic knowledge of English and Accounts is mandatory. In this course candidates have the option and opportunity to sit for City & Guilds Exams for the above subjects in order to achieve single certificates at an extra charge.

Lessons

Lessons are held once a week Thursdays / Wednesdays from 5.30 till 8pm

Course duration 47 lessons

Price

€1410

Deposit 150 euro

9 Monthly Installments of €140

Exam Fees: In house exams are included in the price however resists are @ €25 each.



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