



The Key  
 To Your  
 Success !!

## AWARD IN BUSINESS FINANCE AND ACCOUNTING

16 Credits

- **Sage**
- **Accounting & Book Keeping**
- **Business Finance**

This Award enables individuals to develop a theoretical understanding, alongside practical abilities of a variety of business disciplines at all levels of the business structure. This Award is ideal for anyone wanting to broaden their understanding of business as a whole, or those seeking to develop specific workplace skills.

Accounting and Finance studies are a popular choice for students looking to move directly into a career in professional accountancy as well as those whose ambitions lie in broader business management. Through the acquisition of comprehensive quantitative, computational and analytical skills, you will be positioned and qualified to continue into specialized and professional qualifications or to take the first steps in your finance or accounting career.

### Summary of units being studied

**Computerised Accounts (Sage) Software** enable learners to carry out everyday operational aspects of computerized accounts. These include processing accounting transactions, producing customer and supplier documentation and producing reports such as agreed creditor analysis and sales day book summaries for management purposes.

**Business Finance** is ideal for those with a basic qualification in numeracy who wish to advance to supervisory level in a wide range of organisations. This qualification may also be used as a basis for further education in accounting and management.

To earn this qualification, you must complete a range of mandatory and optional units, including:

- Know How to Prepare Budgets
- Budget Deviations and Variances
- Understand Know How a Business May Maintain Liquidity

**Book Keeping and Accounts** is to further develop the introductory book-keeping practices, adjust ledger accounts to take account of activities at the trial balance date which affect the production of an accurate trading, profit and loss account and balance sheet. Candidates will:

- Check and correct errors arising from inaccurate/incomplete/missing entries in the ledger and day books
- Provide for depreciation of fixed assets using ledger accounts
- Account for accruals, prepayments, bad debts and provide for doubtful debts
- Prepare individual accounts in purchase and sales ledgers
- Prepare purchase ledger control accounts and sales ledger control accounts
- Complete an extended trial balance

### **Payment Terms**

Deposit 100 euro

Monthly Installments of €150

In house exams included in the price, resists if needed at a charge of €45 per subject.

### **Lessons**

Lessons twice or once a week, course duration 37 lessons

Mondays and Wednesdays from 5:30pm till 8:00pm

### **Entry Requirements**

There are no formal entry requirements for candidates undertaking this qualification but a basic knowledge of English 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 of approx €80 each.

## **Course Fee €850**



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