

Applying for this Course:

To apply for this course you should be 16 years of age or older and hold a MQF Level 2 qualification in Mathematics and English language. If you do not have these qualifications but possess other qualifications or relevant experience, kindly contact us on qa.jobsplus@gov.mt. stating your ID card number, attaching copies of your qualifications and a copy of your CV highlighting your work experience. Alternatively, you can send the requested information by post addressed to: Quality Assurance Unit, Jobsplus Training Complex, Triq Birzebbuga, Ħal Far BBG3000.

On successful completion of the General Education Award in Business Accounting, the learner will be able to:

- ✓ Perform business accounting related tasks
- ✓ Carry out procedures that are to be taken to prepare for trial balance related tasks and the correction of errors
- ✓ Manage to follow accounting concepts and statements of standard accounting practices
- ✓ Deal with the principles of double entry related to the transactions recording
- ✓ Manage the ledger as a principle and as a standard book of accounting
- ✓ Undertake tasks related to: the cash book, the petty cash book and the books of original entry
- ✓ Collaborate within the banking system as a financial operator in the business accounting sector
- ✓ Execute tasks in the purchase of sales
- ✓ Perform tasks in value added tax towards tax revenues generated to the government, to the corporate income tax or the personal income tax
- ✓ Calculate depreciation of fixed assets as part of the cost price of the fixed asset consumed during its period of use by the firm or company in context
- ✓ Deal with bad debts and doubtful debts, provisions of bad debts and provisions for discounts on debtors related tasks
- ✓ Analyse different methods of depreciation such as straight-line, reducing balance and revaluation methods
- ✓ Calculate and record accruals and prepayments both when dealing with income and expenditure
- ✓ Monitor final accounts related to a sole trader in the business accounting sector
- ✓ Handle accounting ratios and financial statements
- ✓ Complete account related tasks
- ✓ Carry out tasks in departmental accounts and balance sheet
- ✓ Manage goodwill related tasks
- ✓ Manage to state the relationship between *shares* and the capital of a limited liable company
- ✓ Undertake tasks within non profit making organisations
- ✓ Monitor a partnership deal in the business environment to observe what procedures are to be followed during the process to finalise this particular deal

The National Commission for Further and Higher Education (NCFHE) deems this certificate to be at Level 3 of the Malta Qualifications Framework and the European Qualifications Framework for Lifelong Learning. This course comprises study modules to which a total of 4 ECVET points are assigned.