

## Award in Business Accounting

### Applying for this course

To apply for this course, you should be 16 years of age or older and have an MQF Level 2 qualification in Mathematics and English. 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 Birżebbuġa, Ħal Far BBG3000.

### Course Duration

This course is of 90 hours duration and consists of three Modules

- Module 1 is of 30 hours duration - (including 2 hour assessment)
- Module 2 is of 30 hours duration - (including 2 hour assessment)
- Module 3 is of 30 hours duration - (including 2 hour assessment)

### General pedagogical guidelines and procedures for this course:

The delivery of this course will be mainly held through a series of discussions and hands-on exercises. The trainer will also be holding lessons with the learners which will consist of various presentations and case studies.

### General assessment policy and procedures for this course:

The learner will be assessed through an ongoing assessment for learning by way of oral, written or practical exercises that will take place throughout each module, to assess and consolidate the learning being covered.

### Module 1 Learning Outcomes – Introduction to Accounting, Bookkeeping and Books of Original Entry

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| <ul style="list-style-type: none"><li>✓ Have a general overview of a given business environment</li><li>✓ Conform to the fundamentals and principles of accounting for a given accounting exercise</li><li>✓ Work with supervisors/management in the monitor of capital and revenue expenditures</li><li>✓ Carry out double-entry bookkeeping tasks</li><li>✓ Carry out ledger accounting tasks</li></ul> | <ul style="list-style-type: none"><li>✓ Work with supervisors/management in managing accruals and prepayments in a given context</li><li>✓ Conform to a given company's procedures when handling its petty cash transaction</li><li>✓ Conform to a given company's procedures when handling cash drawings and drawing in kind transactions</li><li>✓ Prepare the cash book</li></ul> |
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**Module 1 Assessment:** The assessment paper will have only 1 section:

- Section A – Problem solving questions, which will require some workings and calculations together with the application of the knowledge learnt in class. These all need to be answered.

The duration of this assessment is of 2 hours and the pass mark is that of 45%.

**Module 2 Learning Outcomes – Final Accounts for different types of Business and NGOs**

<ul style="list-style-type: none"><li>✓ Work with supervisors when working out a trial balance sheet</li><li>✓ Carry out tasks to assist in creating an income statement (profit and loss account)</li><li>✓ Carry out tasks to assist in creating a statement of financial position (balance sheet)</li><li>✓ Carry out tasks to assist in creating the final account reports used by a sole trader</li></ul>	<ul style="list-style-type: none"><li>✓ Carry out tasks to assist in producing account reports for a manufacturing company</li><li>✓ Carry out tasks to assist in creating the final account reports of a partnership</li><li>✓ Carry out tasks to assist in creating the final account reports of a limited liability company</li><li>✓ Carry out tasks to assist in creating the account reports of a non-government/non-profit organisation</li></ul>
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**Module 2 Assessment:** The assessment paper will be divided into 2 sections:

- Section A – Multiple choice questions, which all need to be answered. This section carries 20% of the total marks.
- Section B – Problem solving questions, which will require some workings and calculations together with the application of the knowledge learnt in class. These all need to be answered. This section carries 80% of the total marks.

The duration of this assessment is of 2 hours and the pass mark is that of 45%.

## Module 3 Learning Outcomes – Other Aspects of Accounting

<ul style="list-style-type: none"><li>✓ Conform to the Maltese banking system requirements to be able to prepare bank reconciliation statements</li><li>✓ Conform to the Maltese VAT system requirements in completing accounting tasks</li><li>✓ Work with supervisors/management to create/maintain a VAT control account</li><li>✓ Carry out tasks related to the apportionment of input tax and adjustments to input and output tax</li><li>✓ Reconcile the VAT return figures with the VAT account</li><li>✓ Produce asset depreciation values using the straight-line method, reducing balance method and revaluation method</li></ul>	<ul style="list-style-type: none"><li>✓ Match manual accounting procedures with typical computerised accounting procedures</li><li>✓ Carry out simple ratios in order to interpret accounts</li><li>✓ Correct simple errors in double-entry and pass the necessary journal entries</li><li>✓ Produce control accounts for trade receivables and trade payables</li><li>✓ Deal with doubtful debts, irrecoverable debts and recovered bad debts</li><li>✓ Work with supervisors/management in managing accruals and prepayments in a given context</li></ul>
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**Module 3 Assessment:** The assessment paper will be divided into 2 sections:

- Section A – Multiple choice questions, which all need to be answered. This section carries 20% of the total marks.
- Section B – Problem solving questions, which will require some workings and calculations together with the application of the knowledge learnt in class. These all need to be answered. This section carries 80% of the total marks.

The duration of this assessment is of 2 hours and the pass mark is that of 45%.

The Malta Further and Higher Education Authority (MFHEA) 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 6 ECVET points are assigned.