



MCAST

MQF Level 4

BC4-A3-21

Advanced Diploma in Accounting

Course Specification

Course Description

This programme aims to give learners a very good grounding in the studying of Accounts. Study areas range from aspects of financial management accounting to the use of accounting software and more generic areas of key skills. The course includes hands-on experience through Apprenticeship where students will learn by doing and gain experience first-hand on the application of the theory. Students who finish the course will not be qualified accountants, but will have a very good understanding and possess the required skills to work in an accounts department. Learners following this programme will also be prepared to sit for AAT (Association of Accounting Technicians) UK International Examinations.

Programme Learning Outcomes

At the end of the programme the learner will be able to:

- 1. Recognise the nature and role of accounting in the business context;*
- 2. Apply accounting concepts, other regulatory frameworks and legislations to prepare financial statements of various types of organisations;*
- 3. Develop analytical and evaluation skills to understand, evaluate and communicate financial information to various business stakeholders;*
- 4. Apply accounting knowledge and skills to be considered suitable for positions in the accounting field.*

Entry Requirements

MCAST Diploma in Business

or MCAST Diploma in Postal Services

or 4 SEC/O-Level/SSC&P (Level 3) passes

Compulsory: English Language, Mathematics

Current Approved Programme Structure

Unit Code	Unit Title	ECVET	Year
BCACC-406-2104	Fundamentals of Book Keeping	6	1
BCACC-406-2105	Elements of Costings	6	1
BCACC-406-2106	Intermediate Book Keeping	6	1
BCACC-406-2107	Intermediate Management Accounting	6	1
BCACC-406-2108	Elements of Maltese Taxation	6	1
BCACC-406-2109	Ethics for the Accountant	6	1
BCACC-406-2110	IT Skills for Accountant	6	1
BCPRF-406-2101	Personal and Professional Development	6	1
CDKSK-406-2001	English	6	1
CDKSK-406-2007	Mathematics	6	1
BCACC-406-2112	Introduction to Financial Reporting	6	2
BCACC-406-2113	Advanced Financial Reporting	6	2
BCACC-406-2111	Advanced Management Accounting	6	2
BCACC-406-2114	Assessing and Evaluating Performance	6	2
BCACC-406-2115	Introduction to Auditing	6	2
BCACC-406-2116	Accountant in Business	6	2
BCACC-406-2117	Contemporary Issues in Accounting	6	2
CDKSK-404-1915	Employability and Entrepreneurial Skills	4	2
CDKSK-402-2104	Community Social Responsibility	2	2
CDKSK-406-2000	Critical Thinking	6	2
BCWBL-406-2105	Vocational Competences in Accounting	6	2
Total ECVET		120	/

BCACC-406-2104 Fundamentals of Book Keeping

Unit level (MQF): 4

Credits: 6

Unit Description

This unit is designed for learners to understand what the main purpose of accounting is and learn the basic principles of the double-entry bookkeeping systems.

Learners will learn how to create fiscal invoices and credit notes that are in compliance with the local legislation, using the applicable VAT rate. In addition, learners will develop an understanding of how these various business documents, used by companies, are entered in their respective daybooks. In this unit learners will gain knowledge of how to transfer the totals from the books of prime entry to the general ledger, sales ledger, and purchases ledger.

Through this unit learners will also acquire skills to prepare the first draft of the trial balance following which is the balancing off process of the accounts.

Learning Outcomes

On completion of this unit the learner will be able to:

- 1. Analyse the use of accounting in business organisations.*
- 2. Explain the purpose of business documentation for accounting purposes.*
- 3. Compile the books of prime entry and memorandum ledgers.*
- 4. Apply the basic principles of the double-entry bookkeeping system.*
- 5. Process business transactions into a double-entry system and balance off the general ledger accounts at period end.*
- 6. Extract a preliminary trial balance at period end.*

BCACC-406-2105 Elements of Costings

Unit level (MQF): 4

Credits: 6

Unit Description

This unit gives the learners a basic introduction to costing, introducing knowledge and skills which will be needed for 3 further units, Intermediate Management Accounting, Advanced Management Accounting and Assessing and Evaluating Performance.

Learners will understand the importance of the costing system as a source of information for internal management decision-making. In contrast to the more outward perspective of financial accounting, the skills developed in this unit will allow learners to provide information to managers that can be used to assist in internal business planning, decision making and control.

This unit enables learners to distinguish between the three basic elements of costs, namely, material, labour and overheads. Decision-making is facilitated by different classifications systems, particularly, by classifying costs by function, element and nature. A core area within this unit is cost behaviour where learners are presented with different methodologies to distinguish between fixed, variable, semi-variable and stepped costs. Learners are introduced to the different methods of stock valuation (FIFO, LIFO and AVCO) as well as different labour remuneration methods. Most importantly this unit introduces learners to appreciate the way in which actual and budgeted figures may be used to improve managerial decision making.

Learning Outcomes

On completion of this unit the learner will be able to:

- 1. Describe the cost recording system within an organisation.*
- 2. Use inventory coding and other classification systems within an organisation.*
- 3. Use cost behaviour methods to determine the nature of costs.*
- 4. Apply recording techniques for the three elements of costs.*
- 5. Provide information on actual and budgeted costs and income.*

BCACC-406-2106 Intermediate Book Keeping

Unit level (MQF): 4

Credits: 6

Unit Description

This unit is intended to provide learners with all the knowledge and skills required to process the end of period adjustments and produce an extended trial balance and the preparation of the final accounts for a sole trader.

This unit builds on the knowledge and skills acquired from studying Fundamentals of Bookkeeping. Through this unit, learners will further develop their understanding of the double entry bookkeeping and adjustment entries necessary for the acquisition, disposal, depreciation of non-current assets, with consequential gains and losses on disposal, as well as those for accruals and prepayments of both income and expenses. Furthermore, learners will also develop the necessary skills to use the journal for the recording of a variety of period end adjustments including correction of errors. In addition, learners will be given a good knowledge of period end accounting procedures as a control mechanism to help them verify and validate the entries made. These will mainly involve the preparation of the sales ledger, purchases ledger and VAT control accounts, suspense accounts and bank reconciliations.

Finally, through this unit learners will also acquire skills to produce the final accounts of a sole trader, which includes the Income Statement and Balance sheet.

Learning Outcomes

On completion of this unit the learner will be able to:

- 1. Record the bookkeeping entries for non-current assets.*
- 2. Calculate period end adjustments.*
- 3. Carry out accounting procedures at the end of the accounting period as a control mechanism of the double-entry bookkeeping system.*
- 4. Process journal entries to record bookkeeping transactions and correction of errors.*
- 5. Complete an extended trial balance incorporating adjustments.*
- 6. Prepare the final accounts of a sole trade*

BCACC-406-2107 Intermediate Management Accounting

Unit level (MQF): 4

Credits: 6

Unit Description

Intermediate Management Accounting builds on its predecessor module 'Elements of Costings'.

Management Accounting is an essential tool that enhances a manager's ability to make effective economic decisions. The course objective is to give learners a good understanding about the concepts and techniques of management accounting. The idea behind this course is that learners would get a clearer understanding of the elements of costs i.e. material, labour and overheads and their treatment in absorption and marginal costing. This unit will help learners to use relevant information for decision making, both for pricing and operational decisions. Furthermore, this unit will introduce learners to use different costing methods and apply break-even analysis to real business scenarios.

Learning Outcomes

On completion of this unit the learner will be able to:

- 1. Explain the nature, source and purpose of management accounting information.*
- 2. Monitor inventory levels and use appropriate business documents depending on the nature of transactions.*
- 3. Allocate, apportion and absorb overheads to cost units via the traditional absorption process.*
- 4. Apply different costing methods to different business sectors.*
- 5. Use marginal costing and absorption costing in appropriate business scenarios.*
- 6. Apply cost-volume-profit (CVP) analysis to support short-term decision making.*

BCACC-406-2108 Elements of Maltese Taxation

Unit level (MQF): 4

Credits: 6

Unit Description

The purpose of this unit is to provide the learner with a basic understanding of the Maltese VAT legislation. Throughout this unit, the learner will develop the necessary skills to prepare and submit accurate VAT returns and VAT declarations to the Office of the Commissioner for Revenue and to ensure that taxable persons are compliant with the tax legislation.

The unit will provide learners with the knowledge of the VAT laws and their implications and how such laws and knowledge can be translated into specific actions and procedures within organisations. Learners will understand the rights and obligations of both taxpayers and the Malta Tax Authority (Commissioner for Revenue) and the implications of an organisation not adhering to the VAT laws and tax regulations.

The unit will guide the learner on sourcing VAT material which can be used when guidance is required on technical VAT matters and for keeping up to date with changes in practice or with relevant legislation.

Learning Outcomes

On completion of this unit the learner will be able to:

- 1. Explain the concept and role of VAT in the tax system.*
- 2. Apply 'the scope of VAT' principle to determine tax liability.*
- 3. Recognise the VAT registration and de-registration processes.*
- 4. Record VAT in the books of a business.*
- 5. Prepare VAT returns / declarations according to Maltese legal requirements.*
- 6. Communicate VAT information to the relevant parties.*

BCACC-406-2109 Ethics for the Accountant

Unit level (MQF): 4

Credits: 6

Unit Description

This unit provides the ethical grounding that accountants need to have to perform their work. It give the basis for identifying ethical issues that they might face and to know how to respond effectively to them. Students will be introduced both to the major theoretical ethical reasoning models and the ethical principles included in the Accountancy Profession (Code of Ethics for Warrant Holders) Directive. The course will present a range of ethics-related issues, including the causes of ethical violations and frauds, whistle blowing, and the design and operation of company compliance and ethics programs. It will also cover the baisis of sustainable business and how this may be achieved.

Learning Outcomes

On completion of this unit the learner will be able to:

- 1. Explore the role of the accounting professional in business and society and also examine ethical issues that impact the profession.*
- 2. Examine ethical theories and frameworks that help professionals take ethical decisions.*
- 3. Set up appropriate standards of conduct for stakeholders.*
- 4. Illustrate he implications of applying the moral dilemma to the economic decision making process.*

BCACC-406-2110 IT Skills for Accountant

Unit level (MQF): 4

Credits: 6

Unit Description

The use of computer software plays a very important role in supporting the work carried out within an accounting environment. To this effect, this unit aims at providing learners with competences that will enable them to use spreadsheet software in an efficient and effective manner. Indeed, following the completion of this unit, learners will be able to use a range of spreadsheet software functionalities to process and manage accounting data. Furthermore, learners will master how spreadsheet functions and formulae can be used to carry out accounting-related calculations, and also be able to use spreadsheet tools to meaningfully validate and analyse accounting data.

The unit also introduces learners to the use of accounting software in the contemporary business environment. Therefore, learners will familiarise themselves with the various types and modules of accounting software. Additionally, learners will also learn about the benefits of using accounting software applications and the various bookkeeping tasks that can be completed by using such software applications.

Learning Outcomes

On completion of this unit the learner will be able to:

- 1. Design spreadsheets to enter, edit and manage accounting data*
- 2. Apply spreadsheet functions and create charts to provide accurate accounting information*
- 3. Use a range of spreadsheet functions to validate and analyse accounting data*
- 4. Describe the various types and modules of accounting software*
- 5. Explain the use of accounting software to record and report accounting information*

BCPRF-406-2101 Personal and Professional Development

Unit level (MQF): 4

Credits: 6

Unit Description

This unit will give learners the opportunity to take responsibility of their own academic, personal and employment progression and development.

PDP will ensure Learners become an effective and confident individual who can identify what skills and qualities are required within education, life or employment. They will use methods to reflect on their own personal skills and abilities which employers seek in the workplace and which are increasingly recognised as underpinning success in their personal and academic life.

The unit will utilise the contexts of progression to employment and or from college to university. Learners will identify their individual skills, abilities and development needs and review these in relation to their own personal, academic and employability aims. Learners will devise a personal action plan setting achievable goals, then undertake and review the plan at regular stages. They will generate and showcase evidence of each stage of the plan in their portfolio of evidence

Learning Outcomes

On completion of this unit the learner will be able to:

- 1. Explain how independent learning can enrich personal development*
- 2. Design and maintain PDP portfolio and action plan*
- 3. Implement an action plan*
- 4. Practice acquired and transferable skills*

BCACC-406-2112 Introduction to Financial Reporting

Unit level (MQF): 4

Credits: 6

Unit Description

The main objective of this unit is to provide learners with all the knowledge and skills required to prepare a set of financial statements for both partnerships and limited liability companies.

This unit builds on the knowledge and skills acquired from studying Fundamentals of Intermediate Bookkeeping. Through this unit, learners will further develop their understanding of the preparation of the financial statements for other entities.

This unit will enable learners to become familiar with the legal aspects of partnerships as outlined in the Companies Act, 1995. In addition, the learners will acquire skills to prepare an appropriation account as part of the final accounts as well as the partners' capital and current accounts.

Furthermore, learners will also develop the necessary skills to apply the fundamental accounting concepts and principles for the preparation and presentation of the period end financial statements of limited liability companies in according with the General Accounting Principles for Small and Medium Sized Entities (GAPSME) regulations and the Companies Act, 1995. The GAPSME is the default accounting framework for SMEs in relation to financial reporting. It should be noted that most business in Malta are small to medium and therefore adopt the GAPSME as their reporting framework. This unit will help learners get familiar with the accounting terminology as per the GAPSME.

Learners will also be introduced to the elements of the financial statements including the Income Statement, Balance Sheet, Statement of Changes in Equity, Cash Flow Statement and statutory notes to the accounts.

Learning Outcomes

On completion of this unit the learner will be able to:

- 1. Prepare the financial statements for a partnership.*
- 2. Review the regulatory framework to produce the financial statements suitable for publication.*
- 3. Appraise the capital structure of limited liability companies and finance costs.*
- 4. Prepare the financial statements for a limited liability company.*

BCACC-406-2111 Advanced Management Accounting

Unit level (MQF): 4

Credits: 6

Unit Description

‘Advanced Management Accounting’ builds on two predecessor modules ‘Introduction to Cost Accounting’ and ‘Intermediate Management Accounting’. The idea behind this unit is to apply the principles of costings and management accounting to a wider variety of management accounting applications, particularly, the areas of investment appraisal and budgeting. Learners would be able to apply the principles of cost behaviour, gained in the previous units, to prepare flexible budgets, find the resulting variances and take any corrective action as may be deemed necessary. Learners would also appreciate the behavioural aspects of budgeting which are so important when implementing / following a budgeting system. At the final stage, this unit leads to the preparation of the functional budgets and the master budget.

Learning Outcomes

On completion of this unit the learner will be able to:

- 1. Apply capital investment techniques to support long-term decision making.*
- 2. Prepare accurate forecasts of income and expenditure for budgeting purposes.*
- 3. Use budgetary control systems to identify responsibilities and ethical behaviour, and improve planning, coordination and cost control.*
- 4. Prepare, plan and agree budgets from historical data, forecasts and planning assumptions.*
- 5. Use the flexible budget for control purposes.*

BCACC-406-2114 Assessing and Evaluating Performance

Unit level (MQF): 4

Credits: 6

Unit Description

The unit 'Assessing and Evaluating Performance' builds on three predecessor modules: the first 'Introduction to Cost Accounting', the second 'Intermediate Management Accounting' and the third 'Advanced Management Accounting'. Learners would be able to progress smoothly if these units are followed in this sequence. Initially, the idea behind this unit is to introduce learners to an alternative method of absorption: activity-based costing (ABC). Then, learners would acquire the skills to use standard costing and find appropriate variances so that corrective action will be taken by management in a timely manner. Furthermore, the unit will enable learners to use financial and non-financial performance indicators to measure and compare an organisation's current performance with previous periods, and with that of its competitors. On a final note, learners would also be exposed to some tools and techniques which management accountants use to enhance value and reduce costs.

Learning Outcomes

On completion of this unit the learner will be able to:

- 1. Use activity-based costing (ABC) as an alternative method of absorption costing to find more accurate product costs.*
- 2. Use standard costing and variance analysis to aid in the planning and control of an organisation.*
- 3. Identify and evaluate key financial and non-financial performance indicators.*
- 4. Use the principles of the balanced scorecard approach to assess the financial and non-financial aspects of business performance.*
- 5. Use lifecycle costing and target costing to aid decision making.*

BCACC-406-2115 Introduction to Auditing

Unit level (MQF): 4

Credits: 6

Unit Description

This unit introduces learners to auditing, an area of study which is of considerable importance to businesses and society as a whole. Primarily, learners will be introduced to the fundamental principles of auditing and assurance, including the Maltese audit regulatory environment. Subsequently, learners will familiarise themselves with the principles of internal controls, so that they will be able to understand and evaluate an entity's accounting system in terms of its strengths and weaknesses. The main features of an accounting system, in terms of control objectives, risks and control procedures, are being considered.

The unit also provides learners with a good working knowledge of the audit procedures which are carried out to obtain sufficient and appropriate evidence by using a range of verification techniques. The assessment of audit risk, together with the resultant effect on the calculation of materiality thresholds and sample selection is also considered. Lastly, learners will also understand how the collection of evidence is documented through the use of working papers, that enable the auditor to form an opinion on the financial statements being audited.

Learning Outcomes

On completion of this unit the learner will be able to:

- 1. Explain the general principles of auditing and assurance engagements*
- 2. Discuss the control objectives, risks and control procedures of an entity's accounting systems*
- 3. Identify relevant audit procedures to obtain sufficient and appropriate audit evidence*
- 4. Contribute towards the preparation of audit working papers and reports*

For further information, please contact us on information@mcast.edu.mt.