



MCAST

MQF/EQF 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 have sufficient accounting knowledge and skills to commence employment in an accountancy field, or to enable them to further their studies to obtain qualifications from recognised chartered accountancy bodies.

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

Any MCAST Level 3 Diploma

OR

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

Compulsory: English Language and Mathematics

Key Information

Awarding Body - MCAST

Accreditation Status - Accredited via MCAST's Self Accreditation Process (MCAST holds Self-Accrediting Status as per 1st schedule of Legal Notice 296/2012)

Type of Programme: Qualification

MQF Level	Examples of Qualifications	'Qualification' Minimum Credits Required	'Award' Credits Required
Level 8	Doctoral Degree Third Cycle Bologna Process	NA	NA
Level 7	Masters Second Cycle Bologna Process	90-120	Less than 30
	Post-Graduate Diploma	60	
	Post-Graduate Certificate	30	
Level 6	Bachelor ²³ /Bachelor (Hons.) ²⁴ First Cycle Bologna Process	180-240	Less than 180
Level 5	Short Cycle Qualification	120	Less than 60
	Undergraduate Higher Diploma	90	
	Undergraduate Diploma	60	
	Undergraduate Certificate	30	
	VET Level 5 Programme ²⁵	60-120	
Level 4	Pre-Tertiary Certificate	30	Less than 120
	VET Level 4 Programme ²⁶	120	
	MATSEC Certificate	NA	
Level 3	VET Level 3 Programme ²⁷	60	Less than 60
	General and Subject Certificate	NA	
Level 2	VET Level 2 Programme ²⁸	60	Less than 60
	General and Subject Certificate	NA	
Level 1	VET Level 1 Programme ²⁹	40	Less than 40
	General and Subject Certificate	NA	
Introductory Level A	Preparatory Programme	30	Less than 30
Introductory Level B	Pre-entry Basic Skills Course	30	Less than 30

Table 1: Minimum number of credits for 'Qualifications' and parameters for 'Awards'

Fig.1: p56, Ministry for Education and Employment & National Commission for Further and Higher Education Malta (2016). *Referencing Report, 4th Edition*. NCFHE.

Total number of Hours: 3000 hours

Mode of attendance: Fully Face-to-Face Learning

Duration: 2 Years

Target audience for MCAST full-time courses is 16 to 65+

The official language of instruction at MCAST is English. All notes and textbooks are in English (except for language courses, which will be in the respective language being instructed). International candidates will be requested to meet English language certification requirements for access to the course.

This course will be offered at

MCAST has four campuses as follows:

MCAST Main Campus

Triq Kordin, Paola, Malta

All courses except for the Institute for the Creative Arts, Centre of Agriculture, Aquatics and Animal Sciences are offered here.

Institute for the Creative Arts

Mosta Campus

Misraħ Ghonoq Targa Gap,

Mosta

**Institute of Applied Sciences,
Centre of Agriculture, Aquatics and Animal Sciences,
Luqa Road, Qormi**

Gozo Campus

J.F. De Chambray Street

MCAST, Ġhajnsielem

Gozo

Teaching, Learning and Assessment

The programmes offered are vocational in nature and entail both theoretical lectures delivered in classes as well as practical elements that are delivered in laboratories, workshops, salons, simulators as the module requirements dictate.

Each module or unit entails a number of in person and/or online contact learning hours that are delivered by the lecturer or tutor directly (See also section 'Total Learning Hours').

Access to all resources is provided to all registered students. These include study resources in paper or electronic format through the Library and Resource Centre as well as tools, software, equipment and machinery that are provided by the respective institutes depending on the requirements of the course or module.

Students may however be required to provide consumable material for use during practical sessions and projects unless these are explicitly provided by the College.

All Units of study are assessed throughout the academic year through continuous assessment using a variety of assessment tools. Coursework tasks are exclusively based on the Learning Outcomes and Grading Criteria as prescribed in the course specification. The Learning Outcomes and Grading Criteria are communicated to the Student via the coursework documentation.

The method of assessment shall reflect the Level, credit points (ECTS) and the schedule of time-tabled/non-timetabled hours of learning of each study unit. A variety of assessment instruments, not solely Time Constrained Assignments/Exams, are used to gather and interpret evidence of Student competence toward pre-established grading criteria that are aligned to the learning outcomes of each unit of the programme of study.

Grading criteria are assessed through a number of tasks, each task being assigned a number of marks. The number of grading criteria is included in the respective Programme Specification.

The distribution of marks and assessment mode depends on the nature and objectives of the unit in question.

Coursework shall normally be completed during the semester in which the Unit is delivered.

Time-constrained assignments may be held between 8 am and 8 pm during the delivery period of a Unit, or at the end of the semester in which the Unit is completed. The dates are notified and published on the Institute notice boards or through other means of communication.

Certain circumstances (such as but not limited to the Covid 19 pandemic) may lead Institutes and Centres to hold teaching and assessment remotely (online) as per MCAST QA Policy and Standard for Online Teaching, Learning and Assessment (Doc 020) available via link <https://www.mcast.edu.mt/college-documents/>

The Programme Regulations referenced below apply. (DOC 004 available at: link <https://www.mcast.edu.mt/college-documents/>)

Total Learning Hours

The total learning hours required for each unit or module are determined as follows:

Credits (ECTS)	Indicative contact hours	Total Student workload (hrs)	Self-Learning and Assessment Hours
1	5 - 10 hrs	25 hrs	20-15 hrs*
2	10 - 20 hrs	50 hrs	40-30 hrs*
3	15 - 30 hrs	75 hrs	60-45 hrs*
4	20 - 40 hrs	100 hrs	80-60 hrs*
6	30 - 60 hrs	150 Hrs	120-90 hrs*
9	45 - 90 hrs	225 hrs	180-135 hrs*
12	60 - 120 hrs	300 hrs	240-180 hrs*

* The 'Self-Learning and Assessment Hours' amount to the difference between the contact hours and total student workload.

Grading system

All MCAST programmes adopt a learner centred approach through the focus on Learning Outcomes. The assessment of MCAST programmes is criterion-referenced and thus

assessors are required to assess learners' evidence against a pre-determined set of Learning Outcomes and assessment criteria.

For a student to be deemed to have successfully passed a unit, a minimum of 50% (grade D) must be achieved. In case of part time programmes, the student must achieve a minimum of 45% to successfully pass the unit.

All units are individually graded as follows:

A* (90-100)

A (80-89)

B (70-79)

C (60-69)

D (50-59)

Unsatisfactory work is graded as 'U'.

Work-based learning units are graded on a Pass/Fail basis only.

Detailed information regarding the grading system may be found in the following document: DOC 004 available at: link <https://www.mcast.edu.mt/college-documents/>

Intake Dates

- MCAST opens calls for application once a year between July and August of each year for prospective applicants residing in MALTA.
- Applications to full-time courses from international students not residing in MALTA are accepted between April and Mid-August.
- For exact dates re calls for applications please follow this link <https://www.mcast.edu.mt/online-applications-2/>

Course Fees

MCAST course are free for Maltese and EU candidates. International candidates coming from outside the EU need to pay fees for the respective course. Course fees are set on a per-level and course duration basis. For access to course fee structure and payment methods please visit <https://www.mcast.edu.mt/fee-payments-for-non-eu-candidates/>.

Method of Application

Applications to full-time courses are received online via the College Management Information System. Candidates can log in using Maltese Electronic ID (eID) or European eIDAS (electronic identification and trust services) to access the system directly and create an account as the identity is verified electronically via these secure services.

Non-EU candidates need to request account creation through an online form by providing proof of identification and basic data. Once the identity is verified and the account is created the candidate may proceed with the online application according to the same instructions applicable to all other candidates.

Non-EU candidates require a study visa in order to travel to Malta and join the course applied for. For further information re study-visa please access <https://www.identitymalta.com/unit/central-visa-unit/>.

For access to instructions on how to apply online please visit <https://www.mcast.edu.mt/online-applications-2/>

Contact details for requesting further information about future learning opportunities:

MCAST Career Guidance

Tel: 2398 7135/6

Email: career.guidance@mcast.edu.mt

Current Approved Programme Structure

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

BCACC-406-2104: Fundamentals of Book Keeping

Unit Level (MQF/EQF): 4

Credits: 6

Delivery Mode: Fully Face-to-Face Learning

Total Learning Hours: 150

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/EQF): 4

Credits: 6

Delivery Mode: Fully Face-to-Face Learning

Total Learning Hours: 150

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-406-2109: Ethics for the Accountant

Unit Level (MQF/EQF): 4

Credits: 6

Delivery Mode: Fully Face-to-Face Learning

Total Learning Hours: 150

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 the implications of applying the moral dilemma to the economic decision making process.*

BCACC-406-2106: Intermediate Book Keeping

Unit Level (MQF/EQF): 4

Credits: 6

Delivery Mode: Fully Face-to-Face Learning

Total Learning Hours: 150

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/EQF): 4

Credits: 6

Delivery Mode: Fully Face-to-Face Learning

Total Learning Hours: 150

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/EQF): 4

Credits: 6

Delivery Mode: Fully Face-to-Face Learning

Total Learning Hours: 150

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-406-2110: IT Skills for Accountant

Unit Level (MQF/EQF): 4

Credits: 6

Delivery Mode: Fully Face-to-Face Learning

Total Learning Hours: 150

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/EQF): 4

Credits: 6

Delivery Mode: Fully Face-to-Face Learning

Total Learning Hours: 150

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/EQF): 4

Credits: 6

Delivery Mode: Fully Face-to-Face Learning

Total Learning Hours: 150

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. *Comprehend the capital structure of limited liability companies and finance costs.*
4. *Prepare the financial statements for a limited liability company.*

BCACC-406-2113: Advanced Financial Reporting

Unit Level (MQF/EQF): 4

Credits: 6

Delivery Mode: Fully Face-to-Face Learning

Total Learning Hours: 150

Unit Description

This unit is to provide learners with all the knowledge and skills required to prepare the consolidated financial statements for a simple group of companies in according with the General Accounting Principles for Small and Medium Sized Entities (GAPSME) regulations. 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.

Learners will also acquire tools and techniques requires to analyse and interpret the financial statements of limited liability companies by the use of ratio analysis.

By the end of this unit the learners should have the knowledge and understanding to prepare, evaluate, interpret and compare financial data presented in the financial statements.

Learning Outcomes

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

- 1. Identify the requirements for the preparation of the consolidated financial statements.*
- 2. Prepare a consolidated balance sheet for a simple group structure.*
- 3. Prepare a consolidated income statement for a simple group structure.*
- 4. Evaluate the financial performance of business entities through the use of ratio analysis.*

BCACC-406-2111: Advanced Management Accounting

Unit Level (MQF/EQF): 4

Credits: 6

Delivery Mode: Fully Face-to-Face Learning

Total Learning Hours: 150

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. Create accurate forecasts of income and expenditure for budgeting purposes.*
- 3. Use budgetary control systems for identifying responsibilities and ethical behaviour, and improve planning, coordination and cost control.*
- 4. Prepare 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/EQF): 4

Credits: 6

Delivery Mode: Fully Face-to-Face Learning

Total Learning Hours: 150

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. 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/EQF): 4

Credits: 6

Delivery Mode: Fully Face-to-Face Learning

Total Learning Hours: 150

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. Examine 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.*

BCACC-406-2116: Accountant in Business

Unit Level (MQF/EQF): 4

Credits: 6

Delivery Mode: Fully Face-to-Face Learning

Total Learning Hours: 150

Unit Description

The Business Administration and Accountancy unit is aimed at introducing the learners as prospective accountants to the business world and providing them with the necessary knowledge, skills and competences to work efficiently and effectively in an accounting organisation to ensure the success of the entity they work in. This unit covers the skills and understanding needed to work effectively within an accountancy environment. On completion of this module, learners shall understand the fundamental aspects required to work in an accounting organisation.

Learners shall be introduced to the different organisation layouts, types and structures enabling them to identify the best structure that fits the overall work of the organisation.

Learners shall gain the confidence required to work in an accounting organisation and in accordance with procedures and organisational protocols, be able to prioritise work and communicate effectively with internal and external stakeholders in a professional manner.

An important aspect of this module shall be the achievement of personal and organisational objectives through individual and team performance. Learners shall acquire the necessary skills to seamlessly coordinate between different functions within an organisation as well as effectively manage their time and resources. They shall also develop the ability to work on their own initiative or within a team and acquire the necessary skills to manage conflicts when these arise.

Learners shall also be introduced to the contemporary technologies brought by the advent of the 4th industrial revolution and their impact on the work of the accountant.

Finally, the learners shall be introduced to important governance and sustainability aspects which are fundamental for the success of organisations.

Learning Outcomes

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

1. *Analyse how different types of organisations, their size and structure, contribute to the achievement of the business objectives of an organisation.*
2. *Demonstrate how to achieve organisational objectives through individual and team performance.*
3. *Demonstrate how effective communication throughout a business is critical for the sustainable success of the (accounting) organisation.*
4. *Describe the procedures required to work effectively within an accounting environment*
5. *Analyse the impact and changing conditions created by the 4th Industrial Revolution in the accountancy field.*
6. *Describe the factors to be considered when implementing and evaluating corporate governance and sustainability measures to drive business performance.*

BCACC-406-2117: Contemporary Issues in Accounting

Unit Level (MQF/EQF): 4

Credits: 6

Delivery Mode: Fully Face-to-Face Learning

Total Learning Hours: 150

Unit Description

This unit contextualises a range of current specialist issues, appropriate to a professional in the accounting discipline, which by their nature will vary from year to year, with input from the leading experts in the field.

A non-exhaustive list of suggested topics for discussion can be found in Appendix A.

The unit is designed to develop the learners' appreciation of the practice of accounting and finance, and the factors affecting, or likely to affect, practice in the future as a result of current developments in accounting and financial practice and social (including political/economic) drivers of change. This includes the appreciation of important academic and regulatory debates, drawing on the empirical and theoretical accounting literature on the complexities and conceptual background and impact of the contemporary challenges covered. It also develops the learners' appreciation of the limitations of financial accounting and of the possible future developments required in the accounting field.

The unit introduces learners to the general nature of accounting theory and its function in relation to problems challenging the accounting profession. Accounting practices, including accounting rules, principles and process are examined within the context of contemporary theoretical perspectives and socio-political behaviours of market participants. The learner shall be exposed to such issues in the accounting field and accounting in a dynamic and continuously changing environment with the aid of the lecturer and the external expert. The former shall pre-empt and prepare the learners for the topics prior to the actual presentation and discussion session with the external expert. Consequently, the learners shall discuss further with the lecturer and summarise topics discussed accordingly. Following the session by the external expert, the lecturer shall also engage the learners, either individually or in a group, to investigate further the topics discussed and present additional findings in the form of discussion, debate or presentation.

This format shall assist learners in their pursuit of placements and transition to the workplace. In this context, the skills element of the course focuses on skills which have been identified as critical in career progression for accountants and finance

practitioners but which are not generally introduced in or developed through formal training, especially the interaction with experts in field and the ability to identify relevant issues and the potential to make well-founded recommendations in practical situations.

The ultimate aim of this unit is to develop experiential understanding and critical evaluation of real business problems in relation to the accounting profession. This will be achieved by meeting four subsidiary, but related aims.

- First, to provide a broad understanding of the development of accounting from its origins to the prevalent role it currently plays.
- Secondly, to develop an insightful appreciation of contemporary issues in accounting and financial management with the aid of both the lecturer and industry experts in the field.
- Thirdly to critically analyse the impact of such contemporary issues on the accountant profession.
- Fourthly, to engage in a thought process about potential future developments.

Learning Outcomes

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

1. *Examine the traditional theories of accounting from a sociological, political, and philosophical perspective.*
2. *Evaluate current developments in the accounting and financial field from an informed knowledge base through recent research and practice.*
3. *Analyse the pace of change in the accounting industry, and the potential impact of this change on the future of both the profession and the industry from a questioning and holistic perspective.*
4. *Reflect on experiences and prior learning for personal, professional and future developments in the accounting field.*

CDKSK-402-2104: Community Social Responsibility

Unit Level (MQF/EQF): 4

Credits: 2

Delivery Mode: Fully Face-to-Face Learning

Total Learning Hours: 50

Unit Description

This unit focuses on Community Social Responsibility and provides an opportunity for learners to better understand themselves and the others and to establish goals in life. Community social responsibility enables learners to understand their strengths and areas for improvement and prepares them for life, employment and to become active citizens in society.

Moving away from traditional delivery of other units, learners will be empowered to take ownership of their learning process. Hence, community social responsibility will be delivered through a combination of workshops, small-group sessions with mentors and various opportunities to reflect.

The set of sessions will tackle community social responsibility skills and will mostly focus on the self, the ability to work independently and important values in life. The second set of sessions will address interpersonal skills and will focus on working with others, dealing with diversity and conflicts. Furthermore, at the end of the sessions, the learners will be introduced to the importance of active citizenship in life.

Learning Outcomes

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

1. *Identify personal goals through self-reflection.*
2. *Evaluate how collaboration with others can be more effective.*
3. *Explain the importance of giving and receiving feedback.*
4. *Contribute actively to make a difference in society.*

CDKSK-404-1915: Employability and Entrepreneurial Skills

Unit Level (MQF/EQF): 4

Credits: 4

Delivery Mode: Fully Face-to-Face Learning

Total Learning Hours: 100

Unit Description

This unit complements the vocational and key skill units at Level 4 and provides an opportunity for learners to enhance their employability and entrepreneurial skills.

Quite often, learners tend to focus most on technical skills and competences required in a certain trade which enable them to access employment. On the other hand, employers expect employees to be appropriately skilled to follow instructions, take initiative, work effectively in a team, take a lead when necessary and more. In view of this the unit starts with an introduction to the 4th industrial revolution and proceeds to the transversal skills necessary to find employment, retain employment and advance at the place of work. Learners will be able to highlight their strengths and identify the areas that require improvement.

The rest of the unit focuses on entrepreneurial skills, a skill which is one of the most important transversal skills identified by UNESCO. Learners are introduced to methods which can be used to generate new and innovative business ideas and methods which help them evaluate ideas and choose the most feasible. Furthermore, learners will cover the various stages of product and/or service development, including market analysis, processes, pricing strategy, promotion and resources required.

Learners will work in a small team and by the end of the unit they will have the opportunity to develop a business idea which is commercially viable. Furthermore, they will present the idea to prospective investors/stakeholders.

Learning Outcomes

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

1. *Understand the employability skills required for Industry 4.0;*
2. *Use idea generation techniques to come up with ideas and evaluate chosen ideas;*
3. *Understand the various stages of product and/or service development;*
4. *Work in a team to develop a business idea which is commercially viable.*

CDKSK-406-2000: Critical Thinking

Unit Level (MQF/EQF): 4

Credits: 6

Delivery Mode: Fully Face-to-Face Learning

Total Learning Hours: 150

Unit Description

Critical Thinking is a vital skill, much in demand in all walks of vocational and academic life; indeed, it is one of the most sought after skills in the workplace and the teaching of this key skill will undoubtedly make students more competitive in the employment arena. Characterised by the careful, reflective consideration of reasoned argument and of the beliefs and claims that comprise arguments, the following level four course will present students with a range of diverse lectures. These will provide a number of opportunities to engage with informative discussions, texts and scenarios that will, in a range of contexts, be streamlined to suit their vocational area but will provide argument, opinion, and reasoning that will help them to hone the skills required. These skills will not only be useful across other academic disciplines, but also they are designed to promote use within the workplace.

Although Critical Thinking is predominantly a practical, skills-based discipline, each of the three sections in this level four course will introduce theoretical knowledge that underpins the skills to be learned and practised. The course will introduce brand new concepts and theories to the students that will allow them to expand their thinking skills and then reflect effectively upon their learning. The unit specification will comprise of a set of core themes and subjects, along with relevant texts to be used, but it allows teachers to implement and structure the learning in a manner that they find engages their students the most. It is a reasonably theoretical unit though it will encourage originality, creativity, innovation, and imagination and will encourage reflection as a natural action. There should be room for students to experience emotions of humour and of a more serious nature. This will allow them to see how these emotions impact upon others and indeed themselves and how these impact on the decision making process. The course should encourage students to respect the diverse opinions and views of others, even when they disagree. It will also give them the

presence and strength of mind to be able to recognise persuasive language and react accordingly.

MCAST Critical Thinking Courses aim to develop the following intellectual attitudes and habits: fair-mindedness, independence, healthy scepticism, care and persistence, confidence in reasoning, effective reflection, intellectual courage.

Learning Outcomes

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

- 1. Demonstrate theoretical underpinning knowledge of reflective practice in written form;*
- 2. Recognise reasoned arguments, claims and counter arguments and the value of evidence in oral formats;*
- 3. Present valid and coherent arguments within a contextual framework;*
- 4. Construct objective, analytical arguments and conclusions that are well supported by relevant use of information, evidence, and data, in written form.*

CDKSK-406-2001: English

Unit Level (MQF/EQF): 4

Credits: 6

Delivery Mode: Fully Face-to-Face Learning

Total Learning Hours: 150

Unit Description

The main objective of this unit is to prepare students to use the English language to understand, analyse, organise and communicate specific technical knowledge by inferring meaning from, and using, embedded information, being able to evaluate information critically and communicate through different types of texts, as required by various but often specific technical contexts within the selected field of study.

The emphasis is on the processes needed to transition from use of the English language in General Education to that required for access to Higher Education.

In particular, L4 Key Skills English is targeted at learners who have completed Foundation College programmes (Levels 1 to 3) and seek to further their studies at Technical or Degree level.

In this respect, this unit recognises the necessity to meet two linguistic demands at this threshold level; strengthening students' linguistic competences to be able to communicate more specifically within their vocational area and stream and to prepare them for more rigorous academic thinking, research and writing as necessitated by degree courses.

Being introduced at this level are core and elective unit outcomes. Reading and writing outcomes are core components in this syllabus while listening and speaking are elective components. Every L4 programme must deliver the two core outcomes and any one of the two elective learning outcomes. The elective criteria to be assessed cannot be selected from and across both outcomes.

Learning Outcomes

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

1. *Read technical texts effectively to improve knowledge of the subject area;*
2. *Understand information presented orally in the form of recordings, or talks, discussions, seminars, interviews or presentations;*
3. *Demonstrate own understanding of the subject matter via oral presentation, mock interviews or similar oral delivery;*
4. *Write a research paper or technical report demonstrating cohesion, structure and appropriate style.*

CDKSK-406-2007: Mathematics

Unit Level (MQF/EQF): 4

Credits: 6

Delivery Mode: Fully Face-to-Face Learning

Total Learning Hours: 150

Unit Description

This unit provides a framework for students to develop mathematical thinking skills further to the level 3 unit specification to solve problems related to real-life situations. Students also develop skills, attributes and knowledge that contribute to their personal growth and effectiveness within their training and work environment and also within the community.

The unit is designed to adapt for the needs of a particular field of study (business & finance or engineering & transport and others).

To reach this goal the unit was divided into four learning outcomes which are related to statistics, graphical representation, game theory and finance. Through these different areas students will be able to develop the effective skills for information processing, reasoning, evaluation creative thinking and enquiry, all fundamental skills for the problem solving process. This will prepare students in applying and evaluating a range of strategies to solve real-life problems. This is in fact shown throughout the unit content where the first two learning outcomes and the last two learning outcomes combine together to use all the knowledge, understanding applications and analysis learned throughout each learning outcome to synthesis and evaluate a real-life context. Through this unit the learner will also learn to present and communicate results and conclusions effectively.

On successful completion of the unit the learner will be equipped with mathematical thinking skills which make them aware of and understand their thought process, to reassess and identify areas for development. Students learn to evaluate, reflect about their strategies, understand and verify results to solve problems. These skills will equip students with managerial skills, to further their studies and for work employability.

Learning Outcomes

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

1. *Demonstrate visual and logical techniques in evaluating graphical representations and communication skills in presenting the results effectively;*
2. *Apply information processing skills to solve problems in a relevant statistical context;*
3. *Demonstrate evaluation and communication skills in solving and presenting problems applied to costing methods and techniques;*
4. *Apply creative thinking skills and demonstrate evaluation skills to solve problems in a relevant (game theory) context.*