

E-LEARNING FOUNDATION IN ACCOUNTANCY

ACCA Diploma in Financial and Management Accounting (RQF Level 2)

Course Overview

You can start your journey towards ACCA membership with our Foundation-level qualifications - referred to collectively as 'Foundations in Accountancy'.

Students are awarded an ACCA Diploma in Financial and Management Accounting (RQF Level 2) when they have successfully completed Papers FA1 and MA1 plus completion of Foundations in Professionalism.

ACCA Diploma in Financial and Management Accounting (RQF Level 2) is suitable for those aspiring to work or already working in the following types of roles:

- basic bookkeeping,
- trainee accountant in a commercial organisation or accounting practice,
- accounts clerk in public sector.

Exams

- FA1 Recording Financial Transactions
- MA1 Management Information

Course Contents

Recording Financial Transactions (FA1)

1. Types of Business Transactions and Documentation
2. The process of recording business transactions within the accounting and double entry system
3. The day books and the Journal
4. Cash Transactions
5. More on sales and receivables

6. More on purchases and payables
7. Trial balances and correcting errors
8. Labour Costs and Remuneration Methods

Management Information (MA1)

1. Nature of business organisation and accounting systems
2. Management Information
3. Source Documents
4. Coding Systems
5. Cost Classification
6. Cost Units, Cost Centres, Profit Centres and Investment Centres
7. Accounting for Materials Costs
8. Labour Costs and Remuneration Methods
9. Accounting for other expenses
10. Accounting for product costs
11. Spreadsheets
12. Presenting information in spreadsheets

Who should attend

Book-keeper, Accounts Assistant, Accounts Clerk, Purchasing Clerk,
Storekeeper and Accounts Executives

Learning Outcome

With Foundations in Accountancy (FIA) qualification, trainee will be able to support financial managers in any type of business all over the world.

Contact

ATC Training Centre Sdn Bhd (My Co ID 1075807-P)

07-434 9150/ 011-5531 9269/012-7051696/017-7225518

For Course registration, kindly click the following link:

<http://www.123formbuilder.com/form-4108947/atc-course-enrollment-form>