

ACCOUNTING AND FINANCE LEVEL - 4



DIPLOMA IN ACCOUNTING AND FINANCE LEVEL - 4



COURSE INTRODUCTION:

Accounting and Finance skills are in great demand all over the world. The Course has been designed to equip you with all the essential skills in accounting and finance.

The course has been specially developed for students with little or no previous knowledge in this field. Hence it will give you a good starting point for your exceptional career in the accounting field.

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COURSE INFORMATION

Length of the Course:	260 Hours (Flexible)
Qualification	Level 4
Awarding Body:	NCFE
Study Method	Distance Learning
Fee in instalments (interest free):	£540
Full Fee in advance (£100 Discount):	£440

On this course you will learn the concepts of record keeping, managing effective accounting, accounting standards, cost budgeting and more.



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Why Choose OHSC ?



COURSE ACCREDITATION

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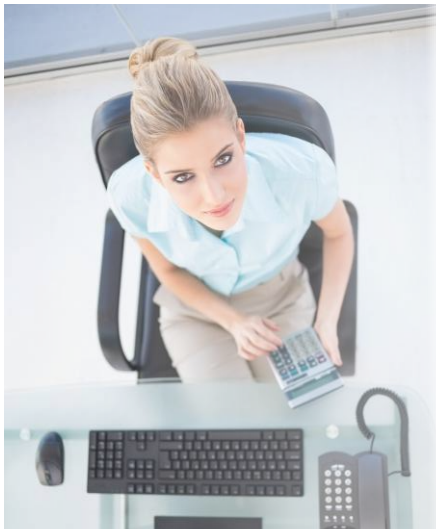
At the end of this course successful learners will be awarded a certificate of achievement by NCFE. This course has been accredited under our NCFE IIQ Licence and the course measurable learning outcomes have been benchmarked at Level 4 (using Ofqual's Qualification and Credit Framework (QCF) level descriptors) to allow you to consider the depth of study, difficulty, and level of achievement involved.

NCFE accreditation gives assurance that the content of the course is of a high standard and meets the rigorous quality assurance requirements of a national awarding organisation.

NCFE is recognised as an Awarding Organisation by the qualification regulators ('regulators') for England, Wales and Northern Ireland. The regulators are the Office of Qualifications and Examinations Regulation (Ofqual) in England, the Welsh Government and the Council for the Curriculum, Examinations and Assessment (CCEA) in Northern Ireland.

POSSIBLE CAREER PATHS

You could find work in companies ranging from small local practices to large international accountancy firms. You could also work as an in-house accountant for a company or public sector organisation such as a local council, although in this type of role you would usually be known as a management accountant.



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Course Syllabus...

UNIT 1

Introduction to Accounting

- Scope of Accounting
- Functions of Accounting
- Limitations of Accounting
- Main Branches of Accounting
- Users of Accounting
- Steps in Accounting Process
- Accounting Cycle

UNIT 2

The Role of an Accountant

- Methods of Accounting
- Meaning of Debit and Credit
- Types of Accounting
- Objectives of Book Keeping
- Bases of Accounting
- Accounting Terminology

UNIT 3

Accounting Concepts and Standards

- Introduction
- Accounting Framework
- Accounting Concepts
- Accounting Standards
- Attempts towards Standardisation

UNIT 4

Journals and Subsidiary Books

- Advantages of Journal
- Sub Division of Journal
- Ledger
- Subsidiary Books
- Imprest System
- Discounts

UNIT 5

Profit and Loss Accounts

- Introduction
- Relation between Profit and Loss Account and Balance Sheet

UNIT 6

Balance Sheet

- Things to know before getting started
- How to prepare a Balance Sheet
- How to analyze a Balance Sheet

UNIT 7

Cash Flow Statements

- Working Capital and its need
- Source of funds
- Analyzing changes in Working Capital
- Fund flow statement
- Importance of cash and cash flow statement

UNIT 8

Budgeting

- Financial Planning
- Budgetary Control
- Classification of Budget
- Control Ratios
- Performance Budgeting
- Zero-Based Budgeting

UNIT 9

Variance Analysis

- Meaning of Variance
- Cost Variances
- Direct Material Variances
- Direct Labour Variances
- Overhead Variances
- Sales Variances

UNIT 10

Ratio Analysis

- Introduction
- Classification
- The Norms for Evaluation
- Computation and Purpose
- Managerial uses of the Primary Ratio



Course Syllabus...

UNIT 11

Financial Management

- Scope of Financial Management
- Finance Functions
- Risk-Return Trade-Off
- Conflict of Goals
- Organization of Finance Function
- Finance and Related Disciplines

UNIT 12

Management of Working Capital

- Significance of Working Capital
- Concepts of Working Capital
- Kinds of Working Capital
- Measuring Working Capital
- Working Capital Management Under Inflation
- Determining Optimal Cash Balance

UNIT 13

Investment Methods

- Types of Investment Proposals
- Methods of Appraisal
- Depreciation, Tax and Inflows
- Cost of Capital
- Limitations of Investment Appraisal Techniques

“It was a very difficult decision when I decided to study Accounting through distance learning. But the course material was easy to understand and self explanatory. Anyone without previous knowledge in Accounting like me can rely on this. Paying fee in instalments was another flexibility that I enjoyed a lot.”

Robert Harrison



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FAQ

Q. How does Distance / Online Learning work?

All our courses offer the flexibility of learning. These are divided into units. After each course unit the student is required to complete and submit an assignment. Students work through each unit at their own pace. There are no deadlines for completing and submitting the assignments. Tutor marks the assignment and uploads the result on the portal. The student then moves on to the next unit and this way completes the course. All the submitted work is assessed by the awarding body at the moderation stage. Recognised Certificate is issued by the awarding body.

Q. When can I start the course?

You can start the course anytime. The enrolments are continued throughout the year.

Q. What is the enrolment process?

Enrolment process is very simple. After you have chosen the course you wish to take you can just fill in an online form and we will send you invoice for the course fee. On receipt of payment we will give you course access and your course tutor will contact you as well. You can even start right now by paying the course fee online.

Q. Can I take up the course if I am not in the UK?

Yes, you can. All our courses can be taken up and completed from anywhere around the world. If you are an international student you will enjoy the same support as any other student within the UK does.

Q. How long does it take to complete the course?

This entirely depends on you that how much time you dedicate to your studies and how fast you intend to complete the course. We have provided estimated study hours for each course on the course page. You can plan your study according to your own schedule.

Q. What are the entry requirements?

There are no specific entry requirements for most of our courses. All you need to have is the motivation and commitment for completing the course.

Q. Can I retake the assignment if I fail it once?

Yes, In that case your tutor will ask you to resubmit your assignment and will highlight the areas where you need improvement.

Q. Will I get tutor support?

Yes, all our courses come with one to one tutor support. This support is available for duration of the course. Once you will enrol on the course you will be allocated an experience tutor who will guide you throughout the course. The tutor will mark your assignments and will provide you feedback on your submitted work. You can contact your tutor through email.

Q. Is there any deadline for submitting the assignments?

No, there are no deadlines for the submission of assignments. Students work at their own pace and plan their study according to their own schedule. However you will submit one assignment at a time so that the tutor can mark one and can give you feedback. Following which you can move on to your next unit and assignment.

Q. Do I need to sit an exam at the end?

All our courses are assignment based. Your submitted work is assessed throughout the course. There is no final exam at the end.

Q. Do I need to purchase any text books?

College provides comprehensive course materials containing all the relevant information you require to complete the course. All this is all included in the course fee. However we encourage our students to undertake additional study on the topics. For further help we have provided additional supporting material on the portal. There are also useful links relevant to the course you are studying.

Q. English is not my first language can I still complete the course?

All our courses have been specially written for home study keeping in mind that our students come from all parts of the world and English is not the first language for most of them. Our course materials are written in easy to understand English. If you have basic English skills you can easily complete the course.



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How to Apply?

Apply Online

You can enroll online by completing the **APPLY ONLINE** form on **www.oxfordhomestudy.com**

OR

Through Email

You can contact us on **info@oxfordhomestudy.com** and we will send you all the course information along with the application form which you can fill in and return to us on the same email. After processing your application form we will send you an invoice for the payment of your fee along with guidance on making payment.

CONTACT US

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