

BRENTWOOD
OPEN LEARNING COLLEGE

DIPLOMA IN

ACCOUNTING AND FINANCE

Web: www.bolc.co.uk

Email: admissions@bolc.co.uk

Course Introduction:

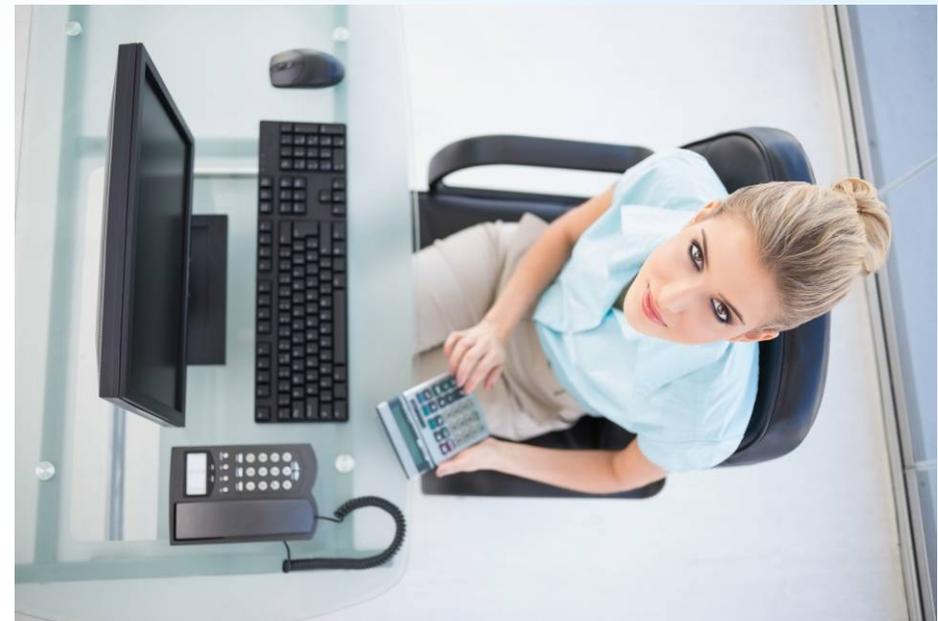
Accounting and Finance skills are in great demand all over the world. The Course has been designed to equip you with all the essential skills in accounting and finance.

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

“I started up this course as a layman with no previous learning in this specific subject. The course starts with very basics and course modules are easy to understand. Overall the course was very enjoyable.”

Mulenga Tabo

Course Benefits	BOLC Diploma
Accredited Course	✓
Full Tutor Support	✓
Delivered through distance learning	✓
Self paced, no fixed schedules	✓
Available to students any where in the world	✓
Interest Free Fee Instalments	✓



Course Duration: 1 Year (Flexible)

Entry Requirement:

There is no particular entry requirement for this course.

Course Accreditation:

Diploma in Accounting and Finance
(Level 4)

Awarding Body: ABC

Fee Schedule:

Total Fee: **£560** (Including Admission Fee)

Admission Fee: **£104**

12 Monthly Instalments: £38 / Month

There is **£100** discount if fee is paid in full.

Discounted fee: £460

ABC awards
Part of the emfec group

**Quality Licence
Scheme**



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
 Preparation of 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

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

Your Learning Experience - FAQs

How is the course delivered?

Guided learning hours for the course are 200 to 250. The course is flexible you can work according to your own schedule. The course is assignment based after each course unit you will complete an assignment which you will submit to your tutor for marking. The tutor will mark the assignment and will upload feedback on the portal within 10 working days of the assignment being submitted. On successful completion of the unit you will move on to the next unit and this you will complete your course. There is no formal exam to take at the end.

How will I study?

When you enrol on this course you are assigned a personal expert tutor, to guide and encourage you throughout your studies with the College. Your tutor will be available throughout your course to give you help with specific issues, and difficult topics. Relevant practical exercises and projects are introduced throughout the course aimed at applying the theory and skills learnt.

What is so special about this course?

This is a unique course. We start from the very basics and give you all the essential knowledge required for working in the field successfully.

What support do students get?

Learning Material

All the core learning material will be provided to you from the college. You don't have to buy any text books. However we encourage our students to conduct their own further reading.

Additional Supporting Material

Additional support material and useful links are available on the LMS (Learning Management System) for further reading.

Tutor Support

When you enroll on any of our courses you are assigned a personal tutor to support you with your studies. You complete all this work under the supervision and guidance of your tutor who provides you feedback on your assignments and course work on regular basis throughout your course.

Online Discussion Forum

Our online forums enable you to share ideas with other students and support each other throughout your studies. Tutor's regularly review the forums and reply to student's questions or concerns.

Is the course accredited?

This course has been accredited under ABC Awards QLS (Quality License Scheme) by Brentwood Open Learning College. ABC Awards is a leading national Awarding Organisation, regulated by Ofqual, and the Welsh Government for their qualifications on the national framework i.e. the Qualifications and Curriculum Framework (QCF). It has a long established reputation for developing and awarding high quality vocational qualifications across a wide range of industries. As a registered charity, ABC Awards combines 180 years of examination and assessment expertise but also implements a responsive, flexible and innovative approach to the needs of our customers.

How much does it cost?

The full course fee is **£560**

There are two Options available for you.

Option 1

When paying full fee in advance you will get **£100** fee discount and will pay **£460** for the complete course.

Option:2

When paying in instalments you will pay **£560** for the complete course. This fee will be paid according the following schedule:

At the time of admission **£104**. Then **12** instalments of **£38** each.

The fee covers complete cost of your course which includes: the cost of registration, course study material, tutor support and certification fee.

Payment Methods

We at BOLC offer you the variety of payment methods to make the payment process easily manageable. You can choose any of the following methods to pay your fee:

☞ **Credit or Debit Card**

☞ **PayPal**

☞ **Bank Transfer**

Can I pay my fees in instalments?

Yes, you can pay your fee in up to 12 interest free monthly instalments. However there is special fee discount available for those paying in full at the time of admission.

Career opportunities

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.

How to Apply?

Online:

You can enroll online by completing the **Apply Online** form on **www.bolc.co.uk**
OR

Email:

You can contact us on **admissions@bolc.co.uk** 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.



Apply Now!



CONTACT US

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