

Foundations in Accounting & Business

✦ Get a 50% refund of the fee on successful completion of each level

Course Outline



Level 1: Introductory Certificate in Financial and Management Accounting *Equivalent to O-level standard*

Duration: 3 months (April – June 2012)

The Introductory Certificate in Financial and Management Accounting is awarded on the completion of two exams *Recording Financial Transactions (FA1)* and *Management Information (MA1)* and Foundations in Professionalism.

The Introductory Certificate is suitable for those aspiring to work or already working in:

- ▲ A junior accounts clerk/junior bookkeeper role in an SME
- ▲ A range of junior accounting administration roles within an accounting department of a larger organisation or financial shared service centre



Level 2: Intermediate Certificate in Financial and Management Accounting *Equivalent to A-level standard*

Duration: 4 months (August – November 2012)

The Intermediate Certificate in Financial and Management Accounting is awarded on the completion of two exams *Maintaining Financial Records (FA2)* and *Managing Costs and Finance (MA2)* and Foundations in Professionalism.

The Intermediate Certificate is suitable for those aspiring to work or already working in:

- ▲ A bookkeeping or cost clerk role in an SME
- ▲ A range of accounting administration roles within an accounting department of a larger organisation or financial shared service centre



Level 3: Diploma in Accounting and Business *Equivalent to the first year of a degree*

Duration: 8 months (January – August 2013)

The Diploma in Accounting and Business is awarded on the completion of the three exams *Financial Accounting (FFA)*, *Management Accounting (FMA)*, *Accounting in Business (FAB)* and Foundations in Professionalism.¹

¹ Students who successfully complete the Diploma in Accounting and Business via Foundations in Accountancy can be transferred to the ACCA Qualification and commence their studies at F4 onwards of the ACCA Qualification.

The Diploma 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



Level 4: Foundations in Taxation and Company Law (Malta Variant)
Specifically tailored certificate in local taxation and company law

Duration: 5 months (September 2013 – January 2014)

Once the Diploma in Accounting in Business has been completed, the students will then sit for a Malta Variant Tax and Company Law Paper **specifically written for MFSA by MIA** and will include various aspects of the local tax and company law.

Local Taxation

Objective: To develop the core knowledge of the underlying principles and the major technical areas of taxation, as they affect the activities of individuals and businesses, at a level appropriate for someone working at technician level.

Having covered the core areas of the basic taxes, candidates should be able to:

- ▲ Prepare the necessary returns and computations for **payroll**
- ▲ Prepare the necessary returns and computations for **value added tax (VAT)**
- ▲ Prepare basic tax computations and returns for individuals and businesses both for **income tax** and **capital gains tax**
- ▲ Gain an understanding of the administration aspects of the above taxes such as **deadlines** for submissions of claims and returns, and deadlines for **payment** of taxes dues
- ▲ Compute tax liabilities and explain the basis of their calculations

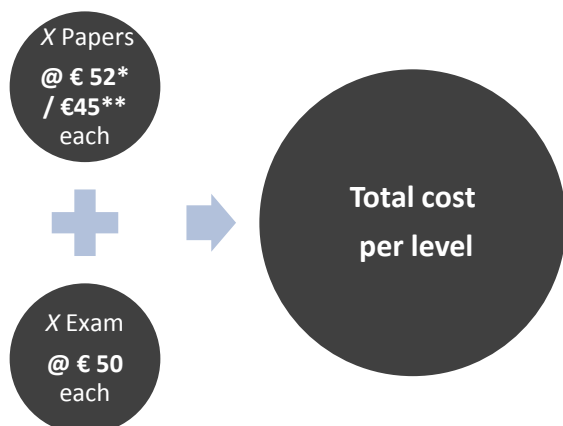
Local Company Law

Objective: To develop the core knowledge of the underlying principles of company law at a level appropriate for someone working at technician level.

The main areas covered will be the following:

- ▲ The 3 types of commercial Partnerships (Partnership En Nom Collectif, Partnership En Commandite and Limited Liability Companies)
- ▲ Incorporation procedure with emphasis on the Memorandum and articles of Association
- ▲ The company as a separate legal entity
- ▲ Distinction between ownership and control of a company
- ▲ The role of shareholders, directors, management, company secretary and auditor in a company

Fee Structure



The € 52 / € 45 per paper includes:

- The study text
- The practice and revision kit and
- The pass cards

The examination fee for computer based exam which provides the following benefits:

- Flexibility
- Instant result

* Papers: Levels 1 – 3

** Paper: Level 4

Annual subscription fee payable to ACCA amounts to £ 72 is payable on application apart from the course fees below.

Fee & Other Information

Level 1: Introductory Certificate in Financial and Management Accounting

2 Papers and 2 Examinations

6 hours of lecturing per week: Maximum twice a week (9.00 – 12.00)

€ 204

Level 2: Intermediate Certificate in Financial and Management Accounting

2 Papers and 2 Examinations

6 hours of lecturing per week: Maximum twice a week (9.00 – 12.00)

€ 204

Level 3: Diploma in Accounting and Business

3 Papers and 3 Examinations

9 hours of lecturing per week: Maximum three times a week (9.00 – 12.00)

€ 306

Level 4: Foundations in Taxation and Company Law

1 Paper and 1 Examination

6 hours of lecturing per week: Maximum twice a week (9.00 – 12.00)

€ 95

The course has been designed in way that each session builds on another. All sessions will be held at the Tower Training Centre, Tower Business Centre, Tower Street, Swatar

For more information contact the MIA secretariat on 21323 991 or by e-mail on info@miamalta.org

Registration Form – Foundations in Accounting and Business

Name & Surname: _____

ID Number: _____

Mailing Address: _____

Tel Number: _____ Mobile: _____

E-Mail: _____

Qualifications: _____

Duly filled in application form with payment are to be sent by post to:

*The Malta Institute of Accountants
Level 1
Tower Business Centre
Tower Street
Swatar
BKR 4013*

