



GABM

Global Academy of
Business & Management

GABM Global Academy of Business and Management is most renowned online academy offering graduate and designation qualification's, short courses and mini-MBA in 10 management specializations through quality education and management certification around the world.

FINANCIAL AND ACCOUNTING MANAGEMENT

Programme specification and Study guide



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FOREWORD

It is not expected that all answers will be found in this text. Unforeseen question will arise and answers will be needed. Students should begin addressing their questions to office of the executive education and professional certification of the academy. In most cases the student's academy officer or director or graduate secretary or associate director will be able to provide the required information. Complex issues may require further advice or action from the academy board or commission.

Please note that in order to develop and improve the course, it may be necessary on occasions to amend or revise the details given in this course guide. We are pleased to hear your views and welcome suggestions for ways of improving the operation of the course.

ABOUT THIS GUIDE

This course guide has been designed to help you plan your course. You are encouraged to read this guide through now. It will be a considerable advantage to you to be familiar from the outset with the various aspects of your study that are described. It may be that the relevance of some of the sections will not be immediately obvious. Keep it somewhere accessible, so that you can refer to it as needed.

This programme specification provides a concise summary of the main features of the programme and the learning outcomes that a typical student might reasonably be expected to achieve and demonstrate if he/she takes full advantage of the learning opportunities that are provided.

WELCOME

On behalf of GABM Global Academy of Business and Management Team I would like to extend to you a very warm welcome and wish you every success in your studies at GABM.

The Academy experience and academic success is all about the effort you put into learning and making the most of the wide range of opportunities available to you. We welcome students who are eager to think for themselves to take control of their own learning and who are ready to get involved in developing the skills required in a highly competitive job market.

You will need to demonstrate good time management skills, independent learning, flexibility and discipline in order to achieve a study work-life balance. We believe it is important that you are encouraged to make your own contribution to the effective operation and development of your chosen course. We are, therefore keen to hear your views and would welcome any suggestions that you may have about ways of improving any aspect of your course and / or the student experience here at GABM Global Academy.

I congratulate on securing your place on our GABM Global academy qualifications. I hope you find your time with us demanding, rewarding and enjoyable. The programme has been developed following themes implemented upon various professional training and management development courses.

Our training and education aimed at enhancing the skills of qualified professionals, engineers and managers. Our qualification formalizes this training and education into a full academic qualification, for which there is a strong demand both in India and Overseas.

May I wish you the very best of luck in your training, education and indeed in your career.

CONSTRUCTION MANAGEMENT

Summary Programme Details

GRADUATE QUALIFICATION

| Title of the qualification award (1) | | Graduate certificate in Finance & Accounting management |
|--|--|---|
| Credits Points | | 200 |
| Level of award | | 5(Refer Global academy qualifications framework for more info) |
| Entry Requirements | | Secondary school / Graduate/ Fresher's |
| Modules | | 7 Core |
| Electives | | 3 Electives |
| Fees | | Indian Students : 12,999 / - Rs (including GST) International Students : 200 (USD) |
| Title of the qualification award (2) | | Graduate Diploma in Finance and Accounting management |
| Credits Points | | 260 |
| Level of award | | 5 (refer Global academy qualifications framework for more info) |
| Entry Requirements | | Bachelor Degree / Final year students can apply |
| Modules | | 10 Core |
| Electives | | 3 Electives |
| Fees | | Indian Students : 14,999 / - (including GST) International Students : 250 (USD) |

DESIGNATION QUALIFICATIONS

| Designation Title | | Certified Finance and Accounting Professional (CFAP) |
|--------------------|--|--|
| Credit points | | 360 Points |
| Level of award | | 6(refer Global academy qualifications framework for more info) |
| Entry Requirements | | Bachelor degree with Graduate certificate from GABM. |
| Modules | | 10 Core and 3 electives with PR |
| Fees | | Indian Students : Rs. 14,999 / - (including GST) International Students : 250 (USD) |
| Designation Title | | Certified Finance and Accounting Manager (CFAM) |
| Credit points | | 360 (all Modules core and electives) with PR |
| Level of award | | 6(refer Global academy qualifications framework for more info) |
| Entry Requirements | | Bachelor degree with 2 years' experience |
| Fees | | Indian Students : Rs. 18,999 / - (including GST) International Students :300 (USD) |
| Designation Title | | Certified Finance and Accounting (CFAD) |
| Credit points | | 360 (all Modules and electives) with PR |
| Level of award | | 7(refer Global academy qualifications framework for more info) |
| Entry Requirements | | Bachelor degree with 5 years' experienceIndian |
| Fees | | Students : 29,999 / - Rs (including GST) International Students : 350 (USD) |

SUMMARY PROGRAMME DETAILS (CONT.)

VALIDATION

| | |
|------------------------------|--|
| Validating Institution | GABM Global Academy of Business and Management |
| Date of Last Validation | October 2020 |
| Date of next periodic review | October 2023 |

PROFESSIONAL ACCREDITATION

| | |
|--------------------------------------|---|
| Accrediting body: | American Management Institute (AMI) |
| Date of last programme accreditation | October 2022 |
| Date of next periodic review | September 2023 |
| Accrediting body: | International Accreditation organization |
| Date of last programme accreditation | October 2020 |
| Date of next periodic review | October 2025 |
| Accrediting body: | European accreditation council for online learning |
| Date of last programme accreditation | October 2022 |
| Date of next periodic review | September 2023 |
| Accrediting body: | United states distance learning association |
| Date of last programme accreditation | October 2022 |
| Date of next periodic review | September 2023 |
| Accrediting body: | The international association for continuing education and training |
| Date of last programme accreditation | October 2022 |
| Date of next periodic review | September 2023 |
| Accrediting body: | International accreditation bureau for distance learning |
| Date of last programme accreditation | September 2022 |
| Date of next periodic review | September 2023 |

LEARNING MATERIAL APPROVAL

| | |
|------------------------------|--|
| Approving and Reviewing Body | American Management Institute (AMI) |
| Status | Approved |
| Approving and Reviewing Body | World certification Institute |
| Status | Approved |
| Approving and Reviewing Body | The CPD Certification Service, UK |
| Status | Approved |
| Approving and Reviewing Body | CPD Group , UK |
| Status | Approved |
| Approving and Reviewing Body | International Board of Certified Trainers (IBCT) Netherlands |
| Status | Approved |

PROGRAMME OVERVIEW

RATIONALE

This course is designed for students who seek a career as an accountant or financial executive in industry, commerce or the public sector or who want to become a management consultant.

QUALIFICATION FRAMEWORK

The Programme maps closely to the Global academy qualifications framework prepared by GABM office of executive education and professional certification.

ENTRY REQUIREMENTS

Entrants to this programme are normally required to have attained the following.

- ·Applicants should either have at least Secondary school or entry to bachelor degree for Graduate certificate
- ·Students who have completed bachelor degree / fresher or final year students can apply for Graduate diploma.
- ·Bachelor degree with one of the graduate certificate from GABM for Professional certificate
- ·Bachelor degree with 2 years' experience for Managerial certificate.
- ·Bachelor degree with 5 years' experience for Director Certificate.
- ·A good honors degree or equivalent in a relevant subject or equivalent industrial and work experience in construction management or other related field.

What can I do with this major in Financial and Accounting management

Entrants to this programme are normally required to have attained the following.

1. Corporate investment banker
2. Financial Analyst
3. Financial Advisor
4. Stockbroker
5. Actuary

FUTURE CAREERS

This course is an excellent preparation for a financial career in banking, insurance, pensions, privatization and funds management. Our students can gain employment in areas such as corporate finance, financial analysis, credit analysis, commercial lending, financial consulting, risk management and investment banking.

PROGRAMME PROGRESSION

All modules on this Programme are set at Global academy qualification framework level 6 (Masters level) and there are no co-requisites or prerequisites in the study programme.

Assessments are conducted in accordance with the GABM General and Academic Regulations for Students and the GABM Postgraduate Programme Assessment, Progression and Award Regulations.

AWARDS

- Graduate certificate in Financial and Accounting management
- Graduate Diploma in Financial and Accounting management
- Certified Financial and Accounting Professional (CFAP)
- Certified Financial and Accounting Manager (CFAM)
- Certified Financial and Accounting Director (CFAD)

Awards are conferred in accordance with the GABM General and Academic Regulations for Students and the GABM Postgraduate Programme Assessment, Progression and Award Regulations.

WHO SHOULD APPLY

The financial and accounting management is designed for professionals based anywhere in the world who are looking to build knowledge and skills in finance.

It is ideal if you,

- Have no finance experience and seek a career change into the financial services sector.
- Need to build more substantial skills and knowledge in finance to further your career (i.e. any sector)
- Are looking to build on existing finance experience to progress your career in financial services. (or related industry)

LEARNING AND TRAINING METHODS

The Financial and Accounting management programme uses a number of different assessment techniques that will allow you to demonstrate your understanding of concepts and issues covered. These may be broadly categorized as 'coursework' which may be in the form of individual or group assignments, practical problem-solving exercises and presentations.

It should be emphasized that the purpose of assessment is not only grade you, and provide information to facilitate management of the course, but also to provide feedback to you. In this manage it accordingly. You should keep all the returned assessment work in a file as you may have to submit this at the end of the programme for the academy to assess.

Individual model leaders will distribute information on the methods of assessment used, and their weighing at the start of each module.

ASSESSMENT STRATEGY

The assessment strategy for each module will be outlined within the module. The modules will be assessed as coursework. Each of the assessments that you complete will assess a series of learning outcomes defined in the modules. Note that within some modules you may complete assessments that do not carry marks, these are termed formative and are an opportunity for you to gain feedback on your progress that will help you in your summative (marks carrying) assessments.

NOTIFICATION OF ASSIGNMENTS

You will be notified of assessments by the academy. They will advise you of the requirements, the marking criteria and of the respective submission dates during one or more of the timetabled sessions.

Submission of coursework assignments is typically by one of two methods. Paper submissions are made to the address of the academy. Electronic submissions are made through email or through myglobal platform.

REFERENCING

For most of your assignments you will be expected to do some further reading and you are required to think and produce increasingly original work, around the work of others. You need to give suitable credit to those that have produced the work that you are using.

The default referencing is the GABM referencing system (a guide to this system can be found on the course space, accessed through the student portal). Please use this unless you are directed differently within your assignment brief.

FEEDBACK FOLLOWING ASSESSMENTS

You will be provided with generic feedback for in module formative and summative elements of assessment which contribute to a module within 15 working days of the scheduled submission date.

Generic feedback on end of module assessment will be made available within 15 days of publication of results. Feedback may be oral, written, posted on a website or other.

The module tutors have a variety of methods for helping you to improve your performance. They will often give you direction prior to the deadline in the form of feed forward pointers based on their experiences of delivering similar learning and assessment before use this to gain a better understanding of what is expected of you.

STUDY SUPPORT

INDUCTION MODULE

All students are expected to complete the non-credit bearing Induction Module before the programme commences. The Induction Module is designed to equip students with the skills they need to study at GABM. The topics covered include:

- Studying at a distance
- Understanding your learning style
- How to manage your time
- Reading actively and critically
- Introduction to the e-library
- Developing academic writing
- Writing in your own words - a guide to how to reference your work

The resources within the Induction Module are available to students throughout the duration of their study with GABM.

STUDENT LEARNING SUPPORT

The Programme is delivered via the online and distance learning and support is provided online giving students' access to GABM tutors and other students worldwide.

The GABM Programme administrator or Director of the academy will act as the main point of contact to students throughout the duration of their Programme. The academic team will guide and support students' learning. Other GABM teams provide support for assignments, exams and technical issues.

Each student, whatever their location, will have access to a wealth of library and online materials to support their studies.

ENGLISH LANGUAGE SUPPORT

English is the common language for all programmes. It is appreciated that some students will need additional support. Therefore, the GABM provides learning resource to help students whose first language is not English.

ASSESSMENT

Assessment for the course is based primarily on coursework. In some modules tests are used to confirm knowledge and understanding of core concepts. In modules where enquiry-based learning is used, the scenarios adopted will provide the vehicles for the coursework. For the dissertation / thesis module, the assessment is based on an individual piece of research conducted by the student and culminating in the submission of a dissertation / thesis.

ACADEMIC PERFORMANCE

Students will receive a written evaluation of their academic progress, performance and professional potential. This evaluation will assist students to define their strength and weakness allowing the student to work on improving the weaker performance areas.

COURSE / MODULE WAIVER

Students requesting course waivers must compile suitable documentation for how the proposed course is comparable. Suitable documentation may include but is not limited to course syllabi, examinations, term papers, bibliographies, textbooks, reading lists and lecture notes. Lack of suitable documentation may result in denied request. Once documentation is compiled, students will request written permissions from their committee and the instructor of the course to be waived. After completing the proceeding steps, students must submit all materials to the academy.

CREDIT SHARING POLICY

If your programme includes more than 200 points, then you may share up to 30% of the total credits with another graduate or designation qualification credential.

INFORMATION ABOUT ASSESMENT REGULATIONS

If your programme includes more than 200 points, then you may share up to 30% of the total credits with another graduate or designation qualification credential.

PARTICULAR SUPPORT FOR LEARNING

- Learning enhancement team
- Learning resources
- Programme handbook and module handbooks
- Access to progression and support advisors
- Mygabm
- Programme specification guidelines.
- GABM student handbook
- Global Academy qualifications framework
- GABM policies and procedures

PARTICULAR SUPPORT FOR LEARNING

- Programme specification guidelines.
- GABM student handbook
- Global Academy qualifications framework
- GABM policies and procedures

PROGRAMME AIMS

PROGRAMME AIMS

The Programme aims to provide students with the knowledge and skills to equip them for a career in a diverse range of business organization. It will develop students' competence to apply a range of financial and accounting skills to the practice of financial management and develop the critical and analytical abilities of students in relation to financial management.

Furthermore, students will develop critical, analytical and problem based learning and transferable skills to prepare them for postgraduate employment. Finally the programme aims to develop students ability to undertake academically rigorous independent research and enhance, arguments and research findings effectively in written form.

LEARNING OUTCOMES

A. KNOWLEDGE AND UNDERSTANDING LEARNING OUTCOMES

Upon successful completion of the programme you should be able to demonstrate that you have achieved a number of key learning outcomes to a level appropriate for the award of graduate or designation qualifications of the academy.

In particular, you should be able to show that you can,

- Current developments and topical issues in the practice of financial management.
- Analyze financial and organizational problems logically.
- Apply relevant knowledge and techniques rationally
- Construct and Criticize proposed solutions effectively
- Explain and evaluate the economic, legal and social environment in which finance and related business subjects operate.
- Theoretical and conceptual grounding in finance and its latest development.
- Critical analysis and evaluation of financial and management accounting
- Research methods and techniques.

TEACHING/LEARNING METHODS AND STRATEGIES

Students gain knowledge and understanding through guided reading and textbook, academic journals and in-class exercises, lectures, workshops and seminars as well as solving exercises and case studies.

ASSESSMENT METHODS

Formative assessment opportunities and feedback are provided throughout the programme. These vary in format and may include self-assessment assignments and tutor guided discussion. All are designed to motivate and support the student.

Summative assessment methods and formats vary across the modules and are appropriate to the module and its stated learning outcomes.

B. COGNITIVE SKILLS LEARNING OUTCOMES

By the end of the Programme students should be able to demonstrate how to:

- Critically analyze and interpret financial and non-financial information.
- Critical the relevant and complex theories and issues in the field of financial management.
- Synthesize the relevant theories and / or theoretical models to practical problems and situations and present informed arguments on strengths and weakness of the theories and theoretical models used.
- Evaluate and justify an area of research in topical issues in financial management.
- Model the major areas of financial decision making use of quantitative information.

TEACHING/LEARNING METHODS AND STRATEGIES

Students learn cognitive skills through working through a series of real life problems and seeking solutions by reading and interpreting research articles, by listening and discussing a series of topics and theories, by identifying suitable research articles to support their learning and their dissertation, and by applying theory to a specific problem and producing a significant piece of work based on their analysis.

ASSESSMENT METHODS

Students cognitive skills are assessed by course-work which requires them to access data analyze and interpret it and write reports.

Also the planning, implementation and production of report will give students ample opportunity to think, plan and identify their weakness and work through these to solve specific problems.

C. PRACTICAL AND PROFESSIONAL OR SUBJECT SKILLS

LEARNING OUTCOMES

Postgraduates will have an entrepreneurial mindset that allows them to apply their knowledge to solve real life problems in the field of Financial and Accounting Management, working independently and with originality.

By the end of the Programme students should be able to demonstrate how to:

- Retrieve financial and non-financial information from a range of different sources including electronic database.
- Apply the results of financial and non-financial analysis.
- Calculate and appraise the future returns of different proposed projects for the decision-making process.
- Evaluate financial data
- Analyze and evaluate financial and related business information in various formats.
- Prepare and subsequently evaluate decision making information
- Incorporate appropriate information technology.

TEACHING/LEARNING METHODS AND STRATEGIES

Students are encouraged to share knowledge and ideas in relation to financial and accounting management. A range of online activities require students to analyze given information and make reasoned decisions.

ASSESSMENT METHODS

A range of formative assessment activities are utilized to help develop the ability to analyze problems and provide reasoned advice.

Summative assessment tests that the students have formulated appropriate strategies for financial and accounting management

D. OTHER SKILLS RELEVANT TO EMPLOYABILITY AND PERSONAL DEVELOPMENT.

- Develop verbal and written communication skills.
- Apply financial and related business skills to personal financial situations
- Manage personal development.
- Develop independent self-motivated study.

PROGRAMME STRUCTURE

| Module Code | Module | Core / Elective | |
|-------------|---|-----------------|----|
| FAM - 101 | Introduction to Accounting | Core | 20 |
| FAM - 102 | A systematic approach to financial reporting: | Core | 20 |
| | The accounting equation | | |
| FAM- 103 | Financial statements from the accounting equation | Core | 20 |
| FAM - 104 | Ensuring the quality of financial statements | Elective | 20 |
| FAM - 105 | Accounting information for service business | Core | 20 |
| FAM- 106 | Accounting information for trading business | Core | 20 |
| FAM - 107 | Published financial statements | Elective | 20 |
| FAM - 108 | Non-current (Fixed) assets | Core | 20 |
| FAM - 109 | Current Assets | Core | 20 |
| FAM - 110 | Current Liabilities | Core | 20 |
| FAM - 111 | Ownership Interest | Elective | 20 |
| FAM - 112 | Ratio Analysis | Core | 20 |
| FAM - 113 | Functions of Management accounting | Elective | 20 |
| FAM - 114 | Classification of costs | Core | 20 |
| FAM - 115 | Product cost: Material, Labor and overheads | Core | 20 |
| FAM - 116 | Breakdown Analysis and short-term decision making | Core | 20 |
| FAM - 117 | Preparing a budget | Elective | 20 |
| FAM - 118 | Standard costs | Elective | 20 |

DISTINCTIVE FEATURES OF THE PROGRAMME

- The Induction Module.
- The flexibility to choose the start date.
- Syllabus maps fully to the Global Academy Qualifications Framework.
- The flexibility for students to choose the pace of their study.
- The ability to interact with students from different Programmes and in varied geographical locations locally and internationally via the Mygabm.
- International professional, personal and academic networking opportunities.
- The programme and its syllabus is internationally recognized.
- Availability of interim awards either Graduate Certificate or Graduate Diploma.

PROGRAMME CURRICULUM MAP

| Module Code | Graduate Certificate | Graduate Diploma | Certified F and A Professional | Certified F and A Manager | Certified F and A Director |
|---|----------------------|------------------|--------------------------------|---------------------------|----------------------------|
| Introduction to Accounting | ✓ | ✓ | ✓ | ✓ | ✓ |
| A systematic approach to financial reporting: The accounting equation | ✓ | ✓ | ✓ | ✓ | ✓ |
| Financial statements from the accounting equation | ✗ | ✗ | ✗ | ✓ | ✓ |
| Ensuring the quality of financial statements | ✓ | ✓ | ✓ | ✓ | ✓ |
| Accounting information for service business | ✗ | ✗ | ✗ | ✓ | ✓ |
| Accounting information for trading business | ✗ | ✗ | ✗ | ✓ | ✓ |
| Published financial statements | ✓ | ✓ | ✓ | ✓ | ✓ |
| Non-current (Fixed) assets | ✗ | ✗ | ✗ | ✓ | ✓ |
| Current Assets | ✗ | ✓ | ✓ | ✓ | ✓ |
| Current Liabilities | ✗ | ✓ | ✓ | ✓ | ✓ |
| Ownership Interest | ✗ | ✓ | ✓ | ✓ | ✓ |
| Ratio Analysis | ✓ | ✓ | ✓ | ✓ | ✓ |
| Functions of Management accounting | ✓ | ✓ | ✓ | ✓ | ✓ |
| Classification of costs | ✓ | ✓ | ✓ | ✓ | ✓ |
| Product cost: Material, Labor and overheads | ✗ | ✗ | ✗ | ✓ | ✓ |
| Breakdown Analysis and short-term decision making | ✗ | ✗ | ✗ | ✓ | ✓ |
| Preparing a budget | ✗ | ✗ | ✗ | ✓ | ✓ |
| Standard costs | ✗ | ✗ | ✗ | ✓ | ✓ |
| Assignments | ✓ | ✓ | ✓ | ✓ | ✓ |
| Project Report - 100 Points | ✗ | ✗ | ✓ | ✓ | ✓ |
| Credit Points | 200 | 300 | 400 | 460 | 460 |

ASSESSMENT PATTERN

The GABM global academy consists of variety of assessment modes.

Assessed assignments (in essay , report, problem, case studies or short question format)

Written examination papers.

Project report submission.

The exact combination of assessment vary from programme to programme and from module to module.

| Graduate certificate in Finance and Accounting management | 1 Assignment | 200 |
|--|--|------------|
| Graduate Diploma in Finance and Accounting management | 2 Assignments | 300 |
| Certified Finance and Accounting Professional (CFAP) | 3 Assignments | 400 |
| Certified Finance and Accounting Manager (CFAM) | 3 assignments with project report | 460 |
| Certified Finance and Accounting Director (CFAD) | 3 assignments with project report | 460 |

Note: Assignments and patterns are subject to change without notice; candidates are required to contact office of executive education and professional certification of the academy for respective programme before start of the course.

MODULE DESCRIPTIONS

| | |
|-------------------------|----------------------------|
| Module Code | FAM - 101 |
| Module Title | Introduction to Accounting |
| Credit Value | 20 |
| Pre-requisites | None |
| Co-requisites | None |
| Prohibited combinations | None |
| Telephone | 080 - 26591957 |
| Email | studentsupport@mygabm.com |

MODULE DESCRIPTION

This module is an Introduction to Accounting.

MODULE LEARNING OUTCOMES

- Define and Explain the definition of accounting.
- What is meant by conceptual framework?
- Explain the distinguishing features of a sole trader, a partnership and a limited company.
- List the main users of financial information and their particular needs.
- Discuss the usefulness of financial statements to the main users.
- Define the basic terminology of business transactions.

MODULE SYLLABUS

| | |
|----|--|
| a. | Introduction |
| b. | The development of a conceptual framework |
| c. | The conceptual framework for financial reporting |
| d. | Types of business entity |
| e. | Users and their information needs |
| f. | General purpose or specific purpose of financial statement |
| g. | Stewards and agents |
| h. | Who needs financial statements |
| i. | Introduction to the terminology of business transaction. |

MODULE DESCRIPTIONS

| | |
|-------------------------|--|
| Module Code | FAM - 102 |
| Module Title | A systematic approach to financial reporting: the accounting equation |
| Credit Value | 20 |
| Pre-requisites | None |
| Co-requisites | None |
| Prohibited combinations | None |
| Telephone | 080 - 26591957 |
| Email | studentsupport@mygabm.com |

MODULE DESCRIPTION

This module is an Introduction to Accounting.

MODULE LEARNING OUTCOMES

- Define and explain the accounting equation
- Define assets
- Apply to definition to examples of assets
- Explain and apply the rules for recognition of assets
- Define liabilities
- Apply the definition to examples of liabilities
- Explain and apply the rules for recognition of liabilities
- Define ownership interests.

MODULE SYLLABUS

| | |
|----|------------------------------------|
| a. | Introduction |
| b. | The accounting equation |
| c. | Defining assets |
| d. | Examples of assets |
| e. | Recognition of assets |
| f. | Defining liabilities |
| g. | Examples of liabilities |
| h. | Recognition of liabilities |
| i. | Defining the ownership interest |
| j. | Recognition of ownership interests |
| k. | Changes in ownership interest |
| l. | Revenue and expenses |

MODULE DESCRIPTIONS

| | |
|-------------------------|--|
| Module Code | FAM - 104 |
| Module Title | Ensuring the quality of financial statements |
| Credit Value | 20 |
| Pre-requisites | None |
| Co-requisites | None |
| Prohibited combinations | None |
| Telephone | 080 - 26591957 |
| Email | studentsupport@mygabm.com |

MODULE DESCRIPTION

This module is Ensuring the quality of financial statements.

MODULE LEARNING OUTCOMES

- List and explain the qualitative characteristics desirable in financial statements
- Explain the approach to measurement used in financial statements
Explain why there is more than one view on the role of prudence in accounting
- Understand and explain how and why financial reporting is regulated or influenced by external authorities
- Be aware of the process by which financial statements are reviewed by an investor.

MODULE SYLLABUS

| | |
|----|---|
| a. | Introduction |
| b. | Qualitative characteristics of financial statements |
| c. | Relevance |
| d. | Faithfull representation |
| e. | Materiality |
| f. | Enhancing qualitative characteristics |
| g. | Cost constraint on useful financial reporting |
| h. | Other characteristics of financial information |
| i. | Going concern |
| j. | Accruals (also called matching) |
| k. | Consistency |
| l. | Prudence |
| m. | Realization |
| n. | Views on Prudence |
| o. | Regulation of financial reporting |

| | |
|-----|---|
| p. | The IAS regulation |
| q. | UK Company law |
| r. | The financial reporting council |
| s. | Corporate governance |
| t. | Stock exchange regulation |
| u. | Auditors |
| v. | The tax system |
| w. | Is regulation necessary |
| x. | Reviewing published financial statements |
| y. | Income statement (profit and loss account) |
| z. | Statement of financial position (balance sheet) |
| aa. | Statement of cash flow |

MODULE DESCRIPTIONS

| | |
|-------------------------|---|
| Module Code | FAM - 105 |
| Module Title | Accounting information for service business |
| Credit Value | 20 |
| Pre-requisites | None |
| Co-requisites | None |
| Prohibited combinations | None |
| Telephone | 080 - 26591957 |
| Email | studentsupport@mygabm.com |

MODULE DESCRIPTION

This module is Ensuring the quality of financial statements.

MODULE LEARNING OUTCOMES

- Explain how the accounting equation is applied to transactions of a service business
- Analyze the transactions of a service business during a specific period of time using the accounting equation.
- Prepare a spreadsheet analyzing the transactions and show that the results of the spreadsheet are consistent with the financial statements provided by the organization.
- Explain the main aspects of the statement of cash flows, income statement, (profit and loss statement) and statement of financial position (balance sheet) of a service business.
- Analyze the transactions of a service business using the rules of debit and credit bookkeeping.
- Prepare, from a list of transactions of an organization, ledger accounts and a trail balance which could be used to prepare the financial statements provided by the organization.

MODULE SYLLABUS

| | |
|----|---|
| a. | Introduction |
| b. | Analyzing transactions using the accounting equation |
| c. | Illustration of accounting for a service business |
| d. | A process for summarizing the transaction: a spreadsheet |
| e. | Financial statements as a means of communication |
| f. | Statements of cashflows |
| g. | Income statement (profit and loss account) |
| h. | Statement of financial position (balance sheet) |
| i. | Recording transactions in ledger account - a service business |
| j. | Analyzing the debit and credit entries for each transaction |
| k. | Form of ledger accounts |

MODULE DESCRIPTIONS

| | |
|-------------------------|---|
| Module Code | FAM - 106 |
| Module Title | Accounting information for trading business |
| Credit Value | 20 |
| Pre-requisites | None |
| Co-requisites | None |
| Prohibited combinations | None |
| Telephone | 080 - 26591957 |
| Email | studentsupport@mygabm.com |

MODULE DESCRIPTION

This module is Accounting information for trading business.

MODULE LEARNING OUTCOMES

- Explain the application of the accounting equation to transactions involving the buying and selling of inventory (trading stock)
- Explain the application of the accounting equation to transactions involving the manufacture and sale of products.
- Analyze transaction of a trading or manufacturing business during a specific period of time, using the accounting equation.
- Prepare a spread sheet analyzing the transactions, and show that the result of the spread sheet analysis is consistent with financial statements provided by the organization.
- Explain the main aspects of the statements of cash flows, profit or loss account and statement of financial position (balance sheet) of a trading or a manufacturing business.

MODULE SYLLABUS

| | |
|----|---|
| a. | Introduction |
| b. | Goods purchased for resale |
| c. | Analysis of transaction |
| d. | Analysis of transactions and events |
| e. | Spreadsheets summarizing the transactions |
| f. | Manufacturing goods for resale |
| g. | Illustrator of accounting for a trading business |
| h. | Explanation of the analysis of each transaction |
| i. | A process for summarizing the transactions: a spreadsheet |

MODULE DESCRIPTIONS

| | |
|-------------------------|--------------------------------|
| Module Code | FAM - 107 |
| Module Title | Published financial statements |
| Credit Value | 20 |
| Pre-requisites | None |
| Co-requisites | None |
| Prohibited combinations | None |
| Telephone | 080 - 26591957 |
| Email | studentsupport@mygabm.com |

MODULE DESCRIPTION

This module is about published financial statements

MODULE LEARNING OUTCOMES

- Explain the key international influences that affect accounting practice.
- Explain the structure of a company reporting as set out the framework
- Explain the main contents of
 - 1. The balance sheet
 - 2. The Income statement
 - 3. The cashflow statement
- Define parent company and subsidiary company and explain how a group is structured.
- Explain the main features of group financial statements.
- Explain the nature of and reason for, other forms of communication beyond the annual report.

MODULE SYLLABUS

| | |
|----|--|
| a. | Introduction |
| b. | International influences |
| c. | The European union |
| d. | Accounting framework |
| e. | Formats of financial statements |
| f. | Categories of financial statements |
| g. | Notes and accompanying information |
| h. | Statements of financial position (balance sheet) |
| i. | Income statement (profit and loss account) |
| j. | Statements of cash flows |
| k. | Group structures of companies |
| l. | Group financial statements |
| m. | Small and medium sized entities. |

MODULE DESCRIPTIONS

| | |
|-------------------------|-------------------------------|
| Module Code | FAM - 108 |
| Module Title | Non - Current (fixed) assets. |
| Credit Value | 20 |
| Pre-requisites | None |
| Co-requisites | None |
| Prohibited combinations | None |
| Telephone | 080 - 26591957 |
| Email | studentsupport@mygabm.com |

MODULE DESCRIPTION

This module is Non - Current (fixed) assets.

MODULE LEARNING OUTCOMES

- Define a non-current (fixed) asset and apply the definition.
- Explain the recognition conditions that are applied to tangible non-current (fixed) assets and non-current (fixed) assets investments.
- Explain users need for information about non-current-fixed assets.
- Describe and explain the non-current (fixed) assets information provided in annual reports of companies.
- Evaluate the usefulness of published information about non-current (fixed) assets.
- Explain the nature of depreciation.
- Calculate the depreciation, record the effect on the accounting equation and report the result in financial statements.

MODULE SYLLABUS

| | |
|----|--|
| a. | Introduction |
| b. | Definitions |
| c. | Examples of non-current (fixed) assets. |
| d. | Cost of non-current (fixed) assets. |
| e. | Repair and improvements |
| f. | Recognition |
| g. | Tangible non-current fixed assets |
| h. | Intangible non-current fixed assets |
| i. | Investments |
| j. | User needs information |
| k. | Information provided in the financial statements |

| | |
|----|---|
| l. | Usefulness of published information |
| m. | Depreciation: an explanation of its nature |
| n. | Retaining cash in the business |
| o. | Reporting non-current (fixed) assets and depreciation in financial statements |
| p. | Disposing of the non-current (fixed) assets |

MODULE DESCRIPTIONS

| | |
|-------------------------|---------------------------|
| Module Code | FAM - 109 |
| Module Title | Current Assets |
| Credit Value | 20 |
| Pre-requisites | None |
| Co-requisites | None |
| Prohibited combinations | None |
| Telephone | 080 - 26591957 |
| Email | studentsupport@mygabm.com |

MODULE DESCRIPTION

This module is Current assets

MODULE LEARNING OUTCOMES

- Define a current asset and apply the definition
- Explain the operation of the working capital cycle
- Explain the factors affecting recognition of inventories (stocks), receivables (debtors) and investments.
- Explain how the information presented in a company's statement of financial position (balance sheet) and notes in relation to current assets, meets the needs of the users.
- Explain the different approaches to measurement of inventories (stocks) and cost of goods sold.
- Analyze provisions for doubtful debts using a spreadsheet.
- Analyze prepayments using a spreadsheet
- Explain the term 'revenue' and the application of principles of revenue recognition.

MODULE SYLLABUS

| | |
|----|--|
| a. | Introduction |
| b. | Definitions |
| c. | The working capital cycle |
| d. | Recognition |
| e. | Inventories |
| f. | Receivables (debtors) and prepayments |
| g. | Investments |
| h. | Cash |
| i. | User needs information |
| j. | Information provided in the financial statements |

| | |
|----|--|
| k. | Measurement and recording |
| l. | Inventories (stocks) of raw materials and finished goods |
| m. | Lower of cost and net realizable value |
| n. | Measuring of cost |
| o. | Cost when input prices are changing |
| p. | Receivables (debtors) |
| q. | Change in a provision |
| r. | Prepayments |
| s. | Revenue recognition |
| t. | Contract revenue |

MODULE DESCRIPTIONS

| | |
|-------------------------|---------------------------|
| Module Code | FAM - 110 |
| Module Title | Current Liabilities |
| Credit Value | 20 |
| Pre-requisites | None |
| Co-requisites | None |
| Prohibited combinations | None |
| Telephone | 080 - 26591957 |
| Email | studentsupport@mygabm.com |

MODULE DESCRIPTION

This module is Current liabilities

MODULE LEARNING OUTCOMES

- Define a liability and explain the distinguishing feature of current liabilities.
- Explain the conditions for recognition of liabilities
- Explain how the information presented in a company's statement of financial position (balance sheet) and notes, in relation to liabilities, meets the needs of users.
- Explain the features of current liabilities and the approach to measurement and recording
- Explain the terms 'accruals' and matching concept and show how they are applied to expenses of the period.
- Explain how liability for taxation arise in companies.

MODULE SYLLABUS

| | |
|----|--|
| a. | Introduction |
| b. | Definitions |
| c. | Recognition |
| d. | Risk of understatement of liabilities |
| e. | Non-recognition: Contingent liabilities |
| f. | Changing thoughts of contingencies |
| g. | User needs information |
| h. | Information provided in the financial statements |
| i. | Measurement and recording |
| j. | Bank overdraft finance |
| k. | Trade payables (trade creditors) |
| l. | Accruals and the matching concept |
| m. | The distinction between the expenses of the period and the cash paid |

| | |
|----|---|
| n. | Accruals where no invoice has been received |
| o. | The nature of estimates in accounting |
| p. | Liabilities for taxation |
| q. | Corporation tax |
| r. | Deferred taxation liability |

MODULE DESCRIPTIONS

| | |
|-------------------------|---------------------------|
| Module Code | FAM - 111 |
| Module Title | Ownership interest |
| Credit Value | 20 |
| Pre-requisites | None |
| Co-requisites | None |
| Prohibited combinations | None |
| Telephone | 080 - 26591957 |
| Email | studentsupport@mygabm.com |

MODULE DESCRIPTION

This module is about ownership interest

MODULE LEARNING OUTCOMES

- Define ownership interest
- Explain and demonstrate how the ownership interest is presented in company accounts.
- Understand the nature and purpose of the statement of changes in equity.
- Explain the needs of users for information about the ownership interest in a company.
- Read and interpret the information reported by companies in their annual reports in respect of the ownership interest.
- Explain the account treatment of dividends
- Understand the methods by which a company has a stock exchange listing
- Show that you understand the impact of transactions and events on ownership interest in company accounts.

MODULE SYLLABUS

| | |
|----|---|
| a. | Introduction |
| b. | Definition and recognition |
| c. | Presentation of ownership interest |
| d. | Buying and selling shares |
| e. | Issue of further shares after incorporation |
| f. | Retained earnings |
| g. | Statement of comprehensive income |
| h. | Revaluation of non-current (fixed) assets. |
| i. | Changes in exchange rates of foreign currency |
| j. | Statement of changes in equity |

| | |
|----|--|
| k. | User needs information |
| l. | Information provided in the financial statements |
| m. | Share capital |
| n. | Share premium |
| o. | Revaluation reserve |
| p. | Dividends |
| q. | Issues of further shares on the stock market. |

MODULE DESCRIPTIONS

| | |
|-------------------------|---------------------------|
| Module Code | FAM - 112 |
| Module Title | Ratio Analysis |
| Credit Value | 20 |
| Pre-requisites | None |
| Co-requisites | None |
| Prohibited combinations | None |
| Telephone | 080 - 26591957 |
| Email | studentsupport@mygabm.com |

MODULE DESCRIPTION

This module is about ratio analysis

MODULE LEARNING OUTCOMES

- Define, calculate and interpret, ratios that help analyze and understand
 1. Performance of investors
 2. Management performance
 3. Liquidity and working capital and
 4. Gearing
- Explain investors views of the balance of risk and return and the risk of investing in a geared company when profits are fluctuating
- Explain how the pyramid of ratios helping integrate interpretation
- Describe the users and limitation of ratio analysis
- Carryout a practical exercise of calculating and interpreting data.

MODULE SYLLABUS

| | |
|----|--|
| a. | Introduction |
| b. | Systematic approach to ratio analysis |
| c. | Investors views on risk and return |
| d. | Pyramid of ratios |
| e. | Use of limitations of ratio analysis |
| f. | Worked examples of ratio analysis |
| g. | Linking ratios to the statement of cash flow |
| h. | Combining ratios for interpretation |

MODULE DESCRIPTIONS

| | |
|-------------------------|------------------------------------|
| Module Code | FAM - 113 |
| Module Title | Functions of Management Accounting |
| Credit Value | 20 |
| Pre-requisites | None |
| Co-requisites | None |
| Prohibited combinations | None |
| Telephone | 080 - 26591957 |
| Email | studentsupport@mygabm.com |

MODULE DESCRIPTION

This module is about Functions of Management Accounting

MODULE LEARNING OUTCOMES

- Explain how the definition of accounting represents the subject of management accounting.
- Explain the needs of internal users of accounting information.
- Describe the management functions of planning, decision making and control and show how these are related within a business activity.
- Describe the roles of management accounting in direct attention, keeping the score and solving problems.
- Analyze simple cases where management accounting may contribute to making judgements and decisions.
- Understand that the terminology of management accounting is less well defined than that of financial accounting, so that you will need to be flexible in interpreting the use of words.

MODULE SYLLABUS

| | |
|----|--|
| a. | Introduction |
| b. | Applying the definition |
| c. | Matching the approach to the judgements or decisions |
| d. | Strategic management accounting |
| e. | Meeting the needs of internal users |
| f. | Management functions |
| g. | Role of management accounting |
| h. | The language of management accounting |

MODULE DESCRIPTIONS

| | |
|-------------------------|---------------------------|
| Module Code | FAM - 114 |
| Module Title | Classification of Costs |
| Credit Value | 20 |
| Pre-requisites | None |
| Co-requisites | None |
| Prohibited combinations | None |
| Telephone | 080 - 26591957 |
| Email | studentsupport@mygabm.com |

MODULE DESCRIPTION

This module is about Classification of Costs

MODULE LEARNING OUTCOMES

- Define cost
- Explain the need for cost classification
- Define activity and output
- Explain and distinguish fixed costs and variable cost
- Explain and distinguish direct costs and indirect costs
- Explain and distinguish product cost and period cost
- Explain how cost classification can be developed to be relevant to the circumstances of planning, decision making and control
- Explain and devise a cost coding system
- Explain how costs may be selected and reported for the type of activity required (cost unit, cost center, profit center or investment center)

MODULE SYLLABUS

| | |
|----|--|
| a. | Definition of a cost |
| b. | The need for cost classification |
| c. | The meaning of activity and output |
| d. | Variable costs and fixed costs |
| e. | Direct and indirect costs |
| f. | Product costs and period costs |
| g. | Cost classification for planning decision making and control |
| h. | Cost coding |
| i. | Cost selection and reporting |

MODULE DESCRIPTIONS

| | |
|-------------------------|--|
| Module Code | FAM - 115 |
| Module Title | Product Costs: Material, Labor and Overheads |
| Credit Value | 20 |
| Pre-requisites | None |
| Co-requisites | None |
| Prohibited combinations | None |
| Telephone | 080 - 26591957 |
| Email | studentsupport@mygabm.com |

MODULE DESCRIPTION

This module is about Product Costs: Material, Labour and Overheads

MODULE LEARNING OUTCOMES

- State the main components of total product cost.
- Explain the process of controlling and recording costs of materials.
- Explain the process of controlling and recording cost of labor.
- Explain the traditional approach to allocating and apportioning production overheads to products.
- Explain how cost drivers may be used to allocate overhead costs in activity-based costing.
- Contrast the traditional and activity based methods of dealing with overhead costs.

MODULE SYLLABUS

| | |
|----|---|
| a. | Introduction |
| b. | Accounting for materials costs |
| c. | Material s handling and control documentation |
| d. | Material costs when input prices are changing |
| e. | Costs of wastage and scrap |
| f. | Cost classification and materials costs |
| g. | Accounting for labor costs |
| h. | Production overheads: traditional approach |
| l. | Predetermined overhead cost rates |
| j. | Under recovery and over recovery of overheads |
| k. | Activity based costing (ABC) for production overheads |
| l. | Comparing the traditional approach and ABC |

MODULE DESCRIPTIONS

| | |
|-------------------------|---|
| Module Code | FAM - 116 |
| Module Title | Breakeven Analysis and short-term decision making |
| Credit Value | 20 |
| Pre-requisites | None |
| Co-requisites | None |
| Prohibited combinations | None |
| Telephone | 080 - 26591957 |
| Email | studentsupport@mygabm.com |

MODULE DESCRIPTION

This module is about Breakeven Analysis and short term decision making

MODULE LEARNING OUTCOMES

- Explain how the accountant's view of cost behavior differs from that of the economist.
- Define and calculate contribution and break-even point, and prepare a break-even chart and profit-volume chart.
- Use breakeven analysis to explore the effect of changing unit selling price, unit variable costs or fixed costs.
- Explain the limitation of break-even analysis.
- Explain application of cost-volume profit analysis.
- Show how calculation of contribution can be applied in short term decision making.
- Explain how pricing decisions may be related to cost consideration.

MODULE SYLLABUS

| | |
|----|--|
| a. | Introduction |
| b. | Cost behavior: fixed and variable costs |
| c. | Break-even analysis |
| d. | Calculating the break-even point |
| e. | Break-even chart |
| f. | Profit-volume graph |
| g. | Using break-even analysis |
| h. | Covering fixed costs and making a profit |
| i. | Beyond the break-even point |
| j. | Margin of safety |
| k. | Change in selling price |
| l. | Change in variable cost |

| | |
|-----|---|
| m.. | Change in fixed cost |
| n. | Limitations of break-even analysis |
| o. | Applications of cost-volume profit analysis |
| p. | Special order to use up space capacity |
| q. | Pricing decisions. |

MODULE DESCRIPTIONS

| | |
|-------------------------|---------------------------|
| Module Code | FAM - 117 |
| Module Title | Preparing a budget |
| Credit Value | 20 |
| Pre-requisites | None |
| Co-requisites | None |
| Prohibited combinations | None |
| Telephone | 080 - 26591957 |
| Email | studentsupport@mygabm.com |

MODULE DESCRIPTION

This module is about Preparing a budget.

MODULE LEARNING OUTCOMES

- Explain the purpose and nature of a budgetary system.
- Describe the administration of the budgetary process.
- Explain the benefits of budgeting
- Understand the problems of budgeting
- Explain how budgets are used in public service organization
- Prepare the separate budgets that lead to a master budget
- Prepare budgets for periods shorter than 12 months.

MODULE SYLLABUS

| | |
|----|---|
| a. | Introduction |
| b. | Purpose and nature of budget system. |
| c. | Long range planning |
| d. | Strategy |
| e. | Budgets |
| f. | Administration of the budgetary process |
| g. | The benefits of budgeting |
| h. | Behavioral aspects of budgeting |
| i. | Approaches to budgeting |
| j. | Shorter budget periods. |

MODULE DESCRIPTIONS

| | |
|-------------------------|---------------------------|
| Module Code | FAM - 118 |
| Module Title | Standard Costs |
| Credit Value | 20 |
| Pre-requisites | None |
| Co-requisites | None |
| Prohibited combinations | None |
| Telephone | 080 - 26591957 |
| Email | studentsupport@mygabm.com |

MODULE DESCRIPTION

This module is about Preparing a budget.

MODULE LEARNING OUTCOMES

- Define the terms 'standard costs and variance'
- Explain the purpose of using standard costs.
- Describe the problems of choosing the level of output for standards
- Explain how the control process user standard costs and variance
- Define and calculate direct materials cost variance and its components.
- Define and calculate direct labor cost variance and its components
- Define and calculate variable overhead cost variance and its components.
- Define and calculate fixed overhead expenditure variance
- Combine calculation of all variances in a case study

MODULE SYLLABUS

| | |
|----|--|
| a. | Introduction |
| b. | Purpose of using standard costs |
| c. | The level of output to be used in setting standards |
| d. | The control process |
| e. | Direct material cost variance |
| f. | Direct labor cost variance |
| g. | Variable overhead cost variance |
| h. | Fixed overhead expenditure variance |
| i. | Investigating variances |
| j. | Flexible budget and variance analysis |
| k. | A broader view of applications of variance analysis. |



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