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FGURA FGR 1372

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### COURSE SUMMARY

<b>COURSE TITLE</b>	ACCOUNTING
<b>SESSION</b>	MAY 2014
<b>LEVEL</b>	ADVANCED LEVEL
	<b>ORDINARY LEVEL REQUIRED</b>

Dear Student,

Thank you for your interest in **BE7** and the courses we offer.

The class tuition and study material that we offer are of outstanding quality.

**BE7** is committed to the pursuit of excellence in tuition and study materials.

Our success is illustrated by our exceptionally high pass rates.

Students will continue to choose **BE7** based upon reputation and experience.

We hope you find the following details of assistance. To discuss your individual study needs before you enroll simply call us on 2167 5137.

We look forward to hearing from you.

Yours sincerely,

*Laurence Cauchi*

**LAWRENCE CAUCHI AIPFM, LMLCC, FIAB, MIAAP, MAAT.**

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**COURSE: ACCOUNTING AT ADVANCED LEVEL (ORDINARY LEVEL REQUIRED)**

<b>COURSE TITLE</b>	Accounting.	
<b>AWARDING BODY</b>	Matsec/Edexcel (London).	
<b>LEVEL</b>	Advanced – <b>ordinary level is required.</b>	
<b>CERTIFICATION</b>	Successful candidates will be issued with recognised certificates in Accounting by the Matsec Board and Edexcel.	
<b>COURSE AIM</b>	This course provides instruction covering the syllabi for the Matsec/Edexcel Advanced Level Certificate Examinations in Accounting.	
<b>TARGET AUDIENCE</b>	<p>This course is aimed at all those students who would like to sit their advanced Level examinations in May 2014 (ordinary level is required).</p> <p>The whole syllabus will be dealt with in detail, starting from the very basic. <b>This gives beginners' the opportunity to master the contents thoroughly.</b></p>	
<b>COURSE CONTENTS</b>	<p><b>FINANCIAL ACCOUNTING</b></p> <p>The nature and purpose of accounting  Accounting concepts  The principles of double entry  The ledger  The cash book and the petty cash book  Books of original entry  Accruals and prepayments  Irrecoverable debts and allowances  Depreciation accounting  Sole trader</p>	<p><b>MANAGEMENT ACCOUNTING</b></p> <p>Material  Labour  Overheads  Job costing  Process costing  Marginal costing and BE analysis  Decision making  Standard costing  Capital investment appraisal  Social accounting  Budgeting</p>

	<p>Departmental accounts  Manufacturing accounts  Correction of errors  Control accounts  Incomplete records  Clubs and societies  Partnership accounts  Company accounting  Interpretation of accounts  Statements of cashflows  Computers and accounting</p>	
<b>ASSESSMENT</b>	By examination.	
<b>TUTOR</b>	The course tutor is Mr Lawrence Cauchi AIPFM, LMLCC, FIAB, MAAT, MIAAP who has more than 28 years of experience at this level. Mr Cauchi is currently a tutor of Accounting at Advanced Level at the De La Salle College Sixth Form.	
<b>DATE OF COMMENCEMENT</b>	Tuesday 27th August 2013.	
<b>TIMETABLE</b>	Lessons will be held on Tuesday and Friday at 18.00 hours.	
<b>DURATION</b>	Each lesson will be of 2 ¼ hours duration.	
<b>COURSE FEE</b>	<p><b>The course fee will cover:</b></p> <p><b>i. Course material and notes (including two workbooks);</b>  <b>ii. The best tuition to our knowledge;</b>  <b>iii. Use of our resource centre online.</b></p>	
<b>BOOK LIST</b>	<p>i. WORKBOOK 1 – FINANCIAL ACCOUNTING – 500 pages – <b>FREE</b>  ii. WORKBOOK 2 – MANAGEMENT ACCOUNTING – 450 pages – <b>FREE</b></p> <p>The workbooks are only available from our centre. The workbooks are free of charge.</p> <p>The workbooks have been written by the tutor Mr L. Cauchi specifically for the Matsec and Edexcel syllabi making them concise and to the point but covering all areas of the syllabi in great detail.</p>	
<b>SAVINGS</b>	<p><b>The workbooks are FREE OF CHARGE at a total savings of approximately €250.</b></p>	
<b>RESOURCE CENTRE</b>	<p>All registered students of <b>887</b> will have access to our resource centre online, which consists of past examination questions and solutions. A total of about 300 past examination questions and solutions.</p>	

**PLEASE NOTE THAT THE COURSE WILL COMMENCE ON THE 27<sup>th</sup> AUGUST, 2013.**

**TIMETABLE**


	M	T	W	TH	F	S	S		M	T	W	TH	F	S	S
								<b>NOV</b>					01		
<b>MAY</b>										05			08		
										12			15		
										19			22		
										26			29		
<b>JUNE</b>															
								<b>DEC</b>		03			06		
										10			13		
										17			20		
										--			--		
<b>JULY</b>										--					
								<b>JAN</b>					03		
										07			10		
										14			17		
										21			24		
<b>AUG</b>										28			31		
								<b>FEB</b>		04			07		
										11			14		
		27			30					18			21		
										25			28		
<b>SEPT</b>		03			06										
		10			13			<b>MAR</b>		04			07		
		17			20					11			14		
		24			27					18			21		
										25			28		
<b>OCT</b>		01			04										
		08			11			<b>APR</b>		01			04		
		15			18					08			11		
		22			25					15			18		
		29													

- i. LESSONS START AT 18.00.
- ii. LESSONS ON PUBLIC HOLIDAYS START AT 08.00.
- iii. EACH LESSON IS OF 2¼ HOURS DURATION.

**PLEASE NOTE THAT THIS TIMETABLE IS SUBJECT TO CHANGES SHOULD THE NECESSITY ARISE.**

**REGISTRATION IS ON A  
FIRST COME FIRST SERVED  
BASIS**

**If you are interested  
in enrolling in this  
course, call on  
21675137.**



**THIS COURSE  
QUALIFIES FOR AN  
EARLY BOOKING  
DISCOUNT OF 190  
EUROS.**