

School	Pôle Paris Alternance (PPA Business School, Paris, France)
Qualification Title	BBA Professional Accounting
Recognition	Commission Nationale de la Certification Professionnelle (CNCP) (National Commission for Professional Certification)
Listed On	Répertoire national des certifications professionnelles (RNCP) National Directory of Professional Certifications
RNCP Code	16261
RNCP Web Link	http://www.rncp.cncp.gouv.fr/grand-public/visualisationFiche?format=fr&fiche=16261
Module Title	Computer Aided Accounting Practices
Module Code	
EQF Level	4
Semester	Second Semester
ECTS Credits	
Study Hours	52
Private Study	100
TOTAL HOURS	152
Languages Available	French English
Aims	The module also aims: to build on the book-keeping techniques used in ACFI101 and apply them using computerised financial accounting software. to develop an approach for financial modelling using Microsoft Excel and apply this approach by constructing models that can be used for financial analysis and decision-making.
Learning Outcomes	<ol style="list-style-type: none"> 1. Demonstrate understanding of how to account for all the typical transactions of a small business including transactions involving PAYE, NI and VAT. 2. Process all types of standard business transactions and adjustments through commonly-used financial accounting software (Sage 50 Accounts). 3. Produce reliable information from Sage using standard reports and design suitable non-standard reports. 4. Design, build and test spreadsheet models, suitable for use by third parties, that aid planning and decision-making. 5. Make a formal presentation of a financial model to a specified audience.
Skills	<ol style="list-style-type: none"> 1. Problem solving skills 2. Numeracy 3. Commercial awareness 4. Teamwork 5. Organisational skills 6. Communication skills 7. IT skills

Syllabus	<p>The functions and purposes of accounting software: Financial Accounting Systems and Management Information Systems (MIS)</p> <p>Financial accounting software:</p> <p>VAT: background, rates, basic regulations and accounting;</p> <p>Accounting for payroll: PAYE income tax, employers' and employees' National Insurance (NI);</p> <p>The imprest system;</p> <p>The Chart of Accounts;</p> <p>Coding: key considerations;</p> <p>Setting up a new company in Sage: setting-up product, supplier, customer and bank details;</p> <p>Processing transactions using Sage: sales and purchase orders, invoices and credit notes, bank payments and receipts, petty cash, wages, period-end adjustments;</p> <p>The Fixed Asset Register;</p> <p>Audit/control considerations: internal controls, reconciliations, data validation, suspense accounts and mispostings;</p> <p>The correction of errors in Sage;</p> <p>Incorporation of budget figures;</p> <p>Producing standard reports: Nominal Activity, Audit Trail, Trial Balance, Income Statement , Balance Sheet;</p> <p>Designing new reports that are clear, relevant and useful.</p> <p>Financial Modelling:</p> <p>What is a financial model?;</p> <p>Introduction to flexible modelling;</p> <p>Spreadsheet modelling best practice;</p> <p>Defining the scope of your model;</p> <p>Building a spreadsheet model: key considerations.</p> <p>Navigation and shortcuts using Excel;</p> <p>Enhancing spreadsheet models using the inbuilt features of Excel: Intermediate and more advanced features;</p> <p>Modelling mountain approach;</p> <p>Expanded models with debt, depreciation and dividends;</p> <p>Dealing with negative bank balances using IF functions;</p> <p>AVERAGE, MAX and MIN commands;</p> <p>Circularities and iterations;</p> <p>Testing the reliability of a model;</p> <p>Good presentation when saving your model.</p>
Assessments	<p>Assessment 1: Group Presentation Assessment Type: Practical Assessment Coursework Duration/Size: 10 minute presentation plus additional materials</p>

	Weighting: 40%
	Assessment 2: Group Report Assessment Type: Coursework Size: 1000 word report plus additional materials Weighting: 60%
Teaching and Learning Strategies	Teaching Method 1: Lecture Teaching Method 2 : Workshops Teaching Method 3: Seminars
Learning Resources	