

COURSE OUTLINE



ACCOUNTING AND FINANCE
DIPLOMA & ADVANCED DIPLOMA

25 February 2010

The Diploma & Advanced Diploma in Accounting and Finance

The ICM Accounting & Finance programme has been designed for those contemplating employment within the accountancy field.

It is also suitable for those already in employment who seek to develop their business, accounting and finance skills for career progression purposes.

Course Structure

Part 1 The Diploma in Accounting & Finance
 1 Bookkeeping and Finance (Bookkeeping)
 2 Business Management & Administration
 3 Economics for Business
 4 Interpreting & Analysing Information (Numeracy & Statistics)
(A Certificate in Accounting & Finance is awarded on completion of all Part 1 subjects)

Part 2 5 Accounting in Decision Making (Accounting II)
 6 Introduction to Business Law (Business Law)
 7 Computer Appreciation & Applications
 8 Cost & Management Accounting (Cost Accounting)
(The Diploma in Accounting & Finance is awarded on completion of all Part 1 & Part 2 subjects)

Subjects The Advanced Diploma in Accounting & Finance
 1 Accounting and Financial Reporting (Accounting III)
 2 Auditing & Taxation
 3 Financial Management
 4 Management Theory & Practice
(The Advanced Diploma in Accounting & Finance is awarded on completion of the above subjects)

Programme Objectives To provide employees and prospective accounting and finance students with a body of knowledge which will:
 a) increase their employment opportunities
 b) prepare them for careers in the field of accountancy and
 c) provide them with a qualification which will enable them to progress to supervisory positions at a later stage in their careers.

Recommended Course Duration 18 months of full-time study at an ICM Approved Centre. (6 months for each level).

Examination Grades	Grade A - Distinction	70% and above
	Grade B - Credit	60% to 69%
	Grade C - Pass	50% to 59%
	Grade D - Marginal Pass	40% to 49%
	Grade F - Fail	39% and under

Status of Qualification Professional Vocational Diploma. Students obtaining A & B grades will have reached a level equivalent to the first year of a business studies degree.

Examinations Externally set and marked by the Institute. Examinations are held in **March, June, September** and **December** each year. Candidates must be registered and paid-up Student Members of the Institute at the time they undertake the examinations.

Examination Closing Dates	Candidates entering for examinations must ensure that their completed examination entry forms and fees reach the Institute at least eight weeks before the date of the examinations. Examination timetables indicate the closing date for receipt of entries for each sitting.
Examination Results	These are normally distributed twelve weeks after each examination diet.
Subject Exemptions	Students holding relevant recognised qualifications from other professional bodies may apply for exemptions on a subject-for-subject basis.
Entry Requirements	<p>The Institute operates an 'Open Entry' policy in respect of many of its vocational programmes but prospective students should note that the following entrance qualifications are recommended for those wishing to undertake this programme:</p> <ol style="list-style-type: none">1 Five GCSEs at grades A, B or C (or equivalents)2 A suitable BTEC National Award3 Any qualification equivalent to one of the above <p>Applicants over the age of 19 who do not hold one of the recommended entrance qualifications may also register for the programme providing they have been in full-time employment for a minimum of two years.</p>
Certification	On successful completion of all the examinations in Part 1 students are awarded the ICM Certificate in Accounting & Finance , on successful completion of all the examinations in Parts 1 & 2 students are awarded the ICM Diploma in Accounting & Finance . On successful completion of all the examinations in Part 3 students are awarded the ICM Advanced Diploma in Accounting & Finance and may apply for Associate Membership of the Institute.
Continuing Education	The Accounting programme will serve as an excellent route way for students who ultimately seek full professional status and will provide first class underpinning knowledge for the mainstream UK based Accounting Bodies such as CIMA and ACCA. CIMA will give full exemption for all four of their current (1995 scheme) stage one examinations to candidates who have passed the eight subjects which now make up Parts 1 & 2 of the ICM Diploma in Accounting & Finance.
Study Methods	<p>Your Teaching Centre has been provided with a detailed syllabus and reading list for each subject area. Each subject syllabus clearly defines the areas that you will be required to cover for each subject and your examination questions will be based on the areas and topics detailed for each subject. It is important to ensure that you obtain a copy of each subject syllabus from your Teaching Centre.</p> <p>Each subject syllabus is normally linked to one main textbook and the examiners base their questions on the contents of the nominated text.</p> <p>The subject syllabuses also give details of 'Alternative Texts' and texts recommended for further reading. Where possible you should read one or more of the 'Alternative Texts' in order to broaden your knowledge of the subject area.</p>