

Diploma in Accounting & Finance



Make Your Ambitions A Reality!

The Level 4 Diploma in Human Resource Management and the Level 5 Extended Diploma in Management are a 240 credit course designed to provide learners with the skills they will need to succeed in management, with a specific focus on Human Resources within medium to large businesses. These are valuable skills to have, and can be used to open up opportunities at a huge variety of employers – from healthcare to hospitality, banking to broadcasting, this course can be your way of preparing for a career at any number of organisations.

The Human Resource Management course at Level 4 and 5 is equivalent to the first two years of an undergraduate course, allowing learners to progress onto the final year of an undergraduate degree programme at a University.

This course is made up of 10 Level 4 modules and 10 level 5 modules, each of which will be assessed by one multiple choice exam and written assignments (10 assignments at Level 4 and 8 assignments at Level 5). To help you study for these assessments, our team of expert academics have designed a series of exclusive, comprehensive lessons for online study. This material will cover everything you need to know and can be accessed anytime and anywhere.



Each module of the course consists of approximately 40 guided learning hours of material with an additional 30-50 hours of optional learning material. These materials are comprised of interactive exercises, further readings and internet resources.

Why LISD UK Programme?

- LISD offers a rich portfolio of diverse but interrelated services.
- LISD offers a wide range of amenities that vary from strategy and framework development to offering training and building capacity.
- LISD offers to Higher Education Institutions globally to organize various seminars, research conferences, annual academic conferences including sponsoring international research conferences at the most-acclaimed venues as University of Cambridge, University of Oxford, King's College London, Berlin School of management, Harvard University, Queensland University-Melbourne etc.
- LISD is committed to work in partnership with Universities and Colleges from across the globe and make every effort to support them in creating and sustaining an environment where innovation and excellence are achieved at the highest level.



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-  **@klcc_academy**
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Interested in this course?

We are more than happy to share. Email us or give us a call.

-  **03 2181 6380**
-  **+60 11 2061 1832**
-  **enquiry@klccedugroup.com**

What is Included in the cost of my course?

- All course materials, including online modules and written assignments
- Personal tutor support with one-to-one Skype sessions
- Dedicated student support
- Access to an online social learning forum
- Assignment marking and feedback
- Free CV writing help on completion of the course
- Recommendation letter to employers
- FREE English language course (No IELTS required)

Additional Info:

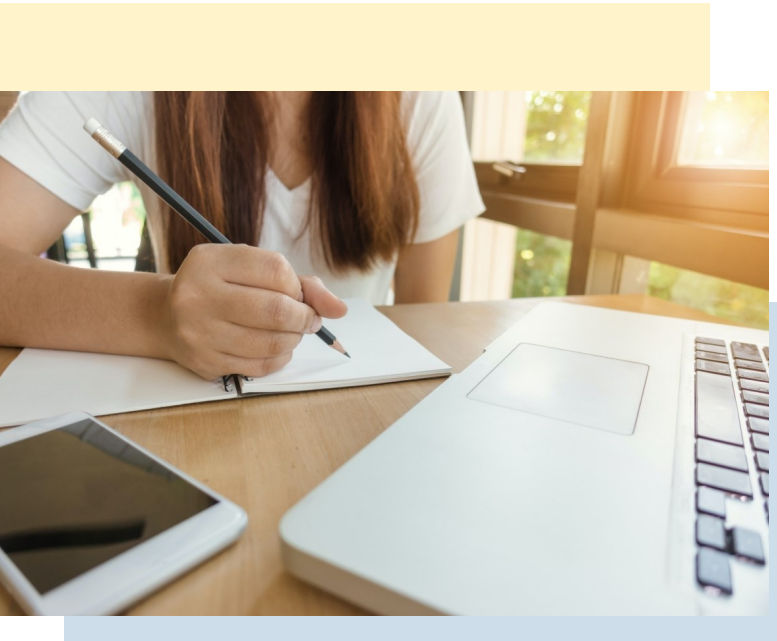
- Study Mode:** Online, On-Campus
Duration: 12 to 24 months
Batch Intake: 2022
Eligibility: To enroll onto the Level 4 course, you must be at least 18 years old and have a full secondary education. Before enrolling in the Level 5 course, you must complete the Level 4 or equivalent.

MODUL LISTINGS: LEVEL 4

- **The Business Environment:** Explore issues outside of the business that may affect the business and its operations. Looking into economics, international dimensions, nature, and competition.
- **Managing And Using Finance:** This module covers key areas of accounting, as seen from a business perspective. It explains how accountancy can inform and guide management decisions.
- **Maximizing Resources To Achieve Business Success:** An organization that fails to dedicate sufficient attention to its use of resources will prove to be unprofitable over time. By being observant and prudent, any organization can achieve significant gains from the management of its resources.
- **Quantitative Skills:** On successful completion of this module, learners will have knowledge of numeric exercises and will understand their use within the context of the business.
- **Basic Accounting:** On completion of this module, learners will understand accounts and how they can be used to give insight into the health of the organization.
- **Budgetary Control:** This module aims to explain the methods of financial control using budgets. This includes the development and implementation of departmental budgets, which are combined to form a master budget.
- **Financial Performance:** This module aims to demonstrate how financial performance can be assessed in organizations. This includes the use of financial statements and accounting standards. It also examines ways of raising finance over different periods of time.
- **Financial Ratios:** This module aims to demonstrate the application and meaning of the commonly used financial ratio. This includes examining liquidity, solvency, gearing, and profitability.
- **Financial Statements:** This module aims to describe the preparation and presentation of the three financial statements. This includes the accounting concepts used.
- **Further Ratios:** This module aims to demonstrate how to determine financial efficiency. This includes understanding debt repayment capacity and investment appraisal. Using this knowledge, learners will be able to assess the likelihood of future financial success.

MODUL LISTINGS: LEVEL 5

- **The Entrepreneurial Manager:** What is an entrepreneur? Examine the skills and qualities of entrepreneurship.
- **Organization Structures:** Why are organizations structured in the way they are? What determines the optimum structure and how does it differ between organizations? In this module, learners will look at the numerous models and theories that make up an organizational structure.
- **Practical Accounting Analysis:** Learners will complete exercises in accounts throughout this module to understand what they are telling us and the actions that analysis can precipitate.
- **Business Planning And Goal Setting:** What is the business trying to achieve? What will it do? How will it do it? This module focuses on the creation of clear goals and clear plans to achieve a clear objective.
- **Politics And Business:** Impact of politics on business and how it may help or hinder the business. This module will educate learners on economic impact, exports, and government support.
- **Business Law:** Explore the statutory responsibilities of managers as learners look into the legalities of business and business executives.
- **Managing In Today's World:** Business in the modern world. This module focuses on governance and equality as a means to do right in business.
- **Performance Management:** Understanding how your people and your business can continually improve together, learners will review reward structures, CPD, training and development to ensure high performance in business.
- **Marketing And Sales Planning:** Learners will analyze how markets, customers, competitors, and products can come together in a cohesive plan.
- **Quantitative Skills:** On successful completion of this module, learners will have knowledge of numeric exercises and will understand their use within the context of the business.



Career Paths

Successful completion of the undergraduate level 4 (Accounting and Finance) and level 5 (Extended Diploma in Management) and final year of an accredited undergraduate degree programme will give students the right credentials to go on and apply for a job in marketing, accounting, human resources, management or business consultancy.

Be in high demand in almost any sector or organization!

Online Mode available

You may study at your own pace or seek advice anywhere without having to travel to campus.

Credit Transfer

Earn the degree that you want within lesser time and cost by transferring credits from your previous educational institution.

Progression University Top Up

If you decide to top up to a full Undergraduate Degree through an accredited UK university, the costs are as follows. Please note, the below costs are for distance learning/online only. You have the option of finishing on campus; costs will vary depending on which university you wish to complete your final year at.

Northampton University

BA (Hons) in Business and Management Top-up
BSc (Hons) in International Accounting Top-up

University Of Derby

Undergraduate Top up

The University Of Sunderland – On Campus

BA (Hons) Business and Management (Year 3)

Coventry University

BA (Hons) Top-up – a progression from ATHE Level 5 Extended Diploma in Management

University Of Bolton

BA (Hons) Top-up Duration 2 semesters

Anglia Ruskin University

BSc (Hons) Business Management (Final Year)
BA (Hons) Management (Top-Up)

Edinburgh Napier University

BA in Business Management (Top-Up)
BA in Business and Enterprise (Top-Up)
BA in Sales Management (Top-Up)

Buckinghamshire New University

BA (Hons) Top-up

Southern Cross University

Bachelor of Business
Bachelor of Business Administration
Bachelor of Business in Convention and Event Management
Bachelor of Business in Hotel Management
Bachelor of Business in Tourism and Hospitality Management

** Please enquire for top-up prices for Southern Cross University*

University Of Nicosia, Cyprus

Undergraduate Top up to BA

