

OHTM Diploma

Financial Management and Information Systems

The Financial Management and Information Systems course is one of three courses of Part II of the OTHM Diploma. This course assumes knowledge gained in the Certificate level OTHM course Introduction to Business and Finance.

Aims and Objectives

The module aims to provide participants with:

- An understanding of the fundamentals of financial accounting
 - ability to produce a basic set of accounts
 - ability to produce simple cashflow statements
 - an appreciation of the regulatory influence of company law and accounting standards
- An understanding of the fundamentals of management accounting
 - an understanding of the classification and control of costs
 - an understanding of budgeting and budgetary control
- An understanding of the role of IT in an organisation
 - an understanding of the use of word processing, spreadsheet and database applications
 - an appreciation of the use of networks, email and internet to organisations
 - an understanding of the use of information systems in organisations

Learning Outcomes

At the end of the module students will be able to:

Construct Basic Accounting Documents

- Understand and use fundamental Accounting concepts of double entry
- Use Historical Cost Convention
- Understand and use books of prime entry
- Conduct Petty Cash and Banking, reconciliation
- Appreciate accounting for Sales, Purchases and control accounts.
- Construct Nominal Accounts and Journal Entries Trial Balance
- Construct a Profit and Loss and Balance sheet
- Construct Payroll Accounts
- Calculate basic accounting ratios
- Construct simple Cash Flow statements
- Understand the principles and legal requirements of VAT
- Show awareness of regulatory influences of company law

Understand fundamentals of costing and valuation

- Systematically classify costs
- Use Stock Valuation methods
- Understand and use accounting for Materials and Labour costs and Overheads
- Understand and use Absorption Costing
- Understand and use Marginal Costing
- Understand and use Standard Costing and Variance Analysis

Understand the role of IT

- Understand the use of word processing, spreadsheet processing and database management systems
- Understand the fundamental concepts of computer networks and the internet
- Appreciate the importance of e-commerce to the industry
- Use the internet to find information
- Understand the fundamental concepts of information systems in an organisation