



# ACCOUNTANT IN BUSINESS F1

*First Edition*

*Diploma in Accounting and Business (Fundamentals F1-F3)*

## Course programme

- 1. Business organisation**  
organization, private limited company, public limited company, shareholders
- 2. Business environment**  
PEST analysis, SWOT analysis, the value chain, Porter's five forces model
- 3. Macroeconomic factors**  
the circular flow model, government impact, business cycle, economic growth, inflation, unemployment, fiscal and monetary policy
- 4. Microeconomic factors**  
demand, supply, minimum price, maximum price, price elasticity of demand, price elasticity of supply, income elasticity of demand, cross elasticity of demand
- 5. Structures and strategies**  
informal organization, organization structures, organization culture, committees
- 6. Corporate governance and social responsibility**  
theory, role of the board, corporate social responsibility
- 7. The role of accounting**  
accounting information, the regulatory system, financial system in a company
- 8. Control, security audit**  
internal audit and internal control, external audit, IT systems
- 9. Leading and managing people**  
management, supervision, leadership, managerial roles, the managerial grid
- 10. Recruitment, selection**  
recruitment vs. selection, job description, person specification, job advertisement, selection, interviews
- 11. Individuals, groups and teams**  
team roles, stages of group development, effectiveness of team working, motivating individuals and groups, hierarchy of needs, expectancy theory, two factor theory, theory X and theory Y, redesigning jobs
- 12. Training and development**  
learning styles, learning organization, on-the job training methods, development
- 13. Performance appraisal**  
appraisal techniques, appraisal report, alternative feedback, multi-source feedback
- 14. Personal effectiveness and communication**  
personal development plan, time management, IT technologies, communication, non-verbal communication

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