

ERASMUS+ Programme 2015 – KA2 Adult Education
Project n°: 2015-1-ES01-KA204-015937
Partner: ADAE

Employment and Women on the 21st century in Europe: From Household economy to SME economy (Small and Medium enterprises) – MUPYME Project

**IO4 Training plan Knowledge area “Accounting”
Alliance for Development of Adult Education and Lifelong Learning in Macedonia**

Teaching staff:

- Accounting practitioners that apply accounting principles on daily basis. Experts with at least 3 years of accounting experience. Previous educational training in andragogy is preferable, but also experience in teaching adults is obligatory.

Learners:

- The students should be women that have been engaged in the household with management of finances and taking care of basic principles of data management and tracking.

Modules length:

- This module will be probably longer than other proposed modules, so the proposed length is about 40 hours

Modalities:

- The theoretical parts of the class are supposed to be conducted in a classroom environment, but having in mind that most of the learners will be housewives a lot of the learning will be conducted with distance learning methods. So, in order to be more flexible and to be learner oriented, the trainer will have to combine those concepts in order to respond to the needs of the learners. The practical part of the learning is preferable to be conducted in a work environment, for example through job shadowing, learning by doing etc.

Tools:

- Videos, previously filmed lessons of video streaming
- Slides, presentations, combination of texts and images
- Tests
- Previously prepared quizzes on chosen topics.
- Handouts with highlighted content

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1. Accounting General Concepts

Didactic Unit 1: The Role and Functions of Accounting

Didactic Unit 2: Financial Statements and Cash Flows

Didactic Unit 3: Basic Accounting Models

2. Accounting within the household

Didactic Unit 1: Keeping track of financial data in the household

Didactic Unit 2: Balance of profit and loss in the household

Didactic Unit 3: Taking care of the taxes

Didactic Unit 4: Financial planning and control

3. Household accounting and SME accounting

Didactic Unit 1: Business Organization and Taxes

Didactic Unit 2: Managing Accounting Systems

Didactic Unit 3: Using Accounting Software

Didactic Unit 4: Investment and Financing Strategies