National 5 Accounting (There is no National 4 level available in this course)

SCQF – Level 5 – 24 Credit Points

Course outline

The key purpose of this Course is to help learners’ understand and use financial information, allowing them to prepare accounting statements, and analyse, interpret and report on an organisation’s financial performance.

Course Units

*The course is divided into 2 areas; Financial Accounting and Management Accounting.*

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| **Financial Accounting**Sole traderRole of financial accountantBusiness DocumentsPreparing ledger accountsPreparing a trial balanceFinancial statements of a sole traderCorrection of errorsSources of financeRatios  | **Management Accounting**Role of management accountantCosting theoryInventory record cardsLabour costingOverhead analysisJob costingBreak evenBudgetingDecision-makingSpreadsheets  |

Pupils will be expected to demonstrate knowledge and understanding to prepare, interpret and analyse accounting information by using relevant accounting concepts and techniques.

Skills for learning, skills for life and skills for work

***The following summarise the ‘main’ skills being developed throughout this course***

* Prepare and present a range of straightforward accounting statements
* Select straightforward accounting information to determine business revenues, costs and profits
* Use ICT to produce and communicate straightforward accounting information in a range of contexts
* Evaluate business success on the basis of accounting information
* Prepare, interpret and analyse a range of accounting information
* Using accounting techniques, in familiar context, to facilitate decision-making
* Apply knowledge and understanding of fundamental accounting concepts and theories

Course Assessment

Question Paper – 72% (sat at the exam diet in May)

Assignment – 28% (carried out in class, in March and sent to the SQA to be marked)

The question paper will test pupils’ skills, knowledge and understanding of accounting concepts. This will be performed under exam conditions during the main diet of exams in May.

The assignment will take place in March, under exam conditions and within class time. Pupils work will then be sent to the SQA for external marking. The assignment will test pupils’ ability to use numeracy and ICT in an accounting context in order to prepare a range of accounting information.

Career Pathways

Accounting Technician, Banking Customer Service Advisor, Company Secretary.

For ideas; *www.myworldofwork.co.uk*

Progression

Successful candidates at National 5 level can progress to Higher level.