

## Access to Higher Education Unit

This unit forms part of an Access to HE Diploma. If delivering the graded version of this unit, please refer to the Provider Handbook for details on grading descriptors and the application of these across units within your programme.

**Unit Title:** Business Accounts

**Graded Unit Reference Number:** GA33BUS14

**Ungraded Unit Reference Number:** UA33BUS14

**Module:** Business

**Level:** Three (3)

**Credit Value:** Three (3)

**Minimum Guided Learning Hours:** 30

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Understand the need for accounting in business	1.1 Explain the importance of cash flow targets, ROCE targets and cost minimisation in business
	1.2 Explain some of the benefits of keeping accurate up to date accounts for the owner of a business and other stakeholders
	1.3 Summarise the legal requirements for business accounts for small and larger businesses
2. Understand the nature and uses of accounting records	2.1 Identify a range of source records used in the preparation of accounts
	2.2 Explain the purpose of the general journal, daybooks and the main cash book
	2.3 Explain the meaning of the terms debit and credit and explain how these are used to keep the accounting equation balanced
3. Understand the operation of a double entry accounting system	Provided with an appropriate range of records:
	3.1 Make debit and credit entries in the appropriate daybooks
	3.2 Verify daybook entries by producing a trial balance