

# Access to H.E. National Programme Unit



Unit Title:	Principles of Accounting		
Graded Unit Code:	GA33BUS19	Ungraded Unit Code:	UA33BUS19
Pathway(s):	Business and Management Creative and Performing Arts Humanities and Social Sciences		
Module(s):	Business		
Level:	3	Credit Value:	6
Valid from:	1 <sup>st</sup> August 2014	Valid to:	31 <sup>st</sup> July 2028

**The following QAA grade descriptors must be applied if you are delivering the graded version of this unit:**

1	Understanding of the subject
2	Application of knowledge
3	Application of skills
7	Quality

LEARNING OUTCOMES	ASSESSMENT CRITERIA
<b>The learner will:</b>	<b>The learner can:</b>
1. Identify the role of the Finance Function	1.1 Explain the role of the finance function of an organisation internally and to external stakeholders
2. Understand various types of financial transactions within a bookkeeping system	2.1 Describe the purpose of business documents: Petty cash voucher, purchase invoice, purchase order/requisition, sales invoice, credit notes, remittance advice, statement of account
Understand the process of recording financial transactions in the books of prime entry	3.1 Explain the uses of the books of Prime Entry
	3.2 Process transactions into the books of prime entry

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LEARNING OUTCOMES	ASSESSMENT CRITERIA
<b>The learner will:</b>	<b>The learner can:</b>
	3.3 Evaluate the need to keep accurate financial records
4. Understand the concept & process of double entry	4.1 Explain the double entry system of accounting
	4.2 Describe the meaning of a debit and a credit transaction
	4.3 Describe how transactions are recorded in a ledger
	4.4 Identify what type of errors or inaccurate recording may occur