

# Accountancy

**Curriculum Manager:** Mrs A Crowder

**Teaching Staff:** Mrs A Crowder and Mrs J Watkins

**Curriculum Overview:**

The AAT Accounting Qualification gives you the skills to work in a wide range of accounting and finance positions. Skills learned include; Administrative Processes, Financial Documentation, Entering transactions into the Books of Prime Entry, Double Entry Bookkeeping, Stock Valuation, Manufacturing Accounts, Bank Reconciliations, Control Accounts and Inputting transactions onto a Computerised Accounting System.

Pupils will complete 5 units over the 2 year course: Bookkeeping Transactions, Bookkeeping Controls, Elements of Costing, Working Effectively in Finance and Using Accounting Software.

**Units Studied- Term 1**

Bookkeeping Controls  
Working Effectively in Finance

**Units Studied- Term 2**

Working Effectively in Finance  
Using Accounting Software

**Units Studied- Term 3**

Using Accounting Software

**Assessments:**

All pupils will complete an internal assessment at the end of each half term.

In addition, throughout the 2 year course, pupils will sit Computer Based Tests on each of the assessed units. Tests can be sat at any point within the 2 year course. We expect to complete 2 of the 5 tests in Year 10 and 3 in Year 11.

**Homework:**

Homework will be set every week by the class teacher. This will vary between written and electronic homework.

**Other Useful Information:**

All pupils completing the course will register with the AAT. Pupils can access revision resources on the AAT website: [www.aat.org.uk](http://www.aat.org.uk).