

**Course: Accounting 101 (ACC 101)**

**Teacher to see: Mrs L Purdon**

**COURSE DESCRIPTION:**

Accounting enhances financial literacy enabling students to develop the knowledge and skills to manage financial affairs of individuals, community organisations and sole proprietors. Students will gain tools that allow them to make real life financial decisions and prepare and communicate financial information to a wide range of users.

**PREREQUISITES:** Good literacy skills, eye for detail

**COSTS:**  
Subject fees: None

**ELIGIBLE FOR COURSE ENDORSEMENT** YES

Standard	Level	Domain	Title	Int / Ext	Cr	Level 1 Lit/Num	U.E. Literacy	Vocational Pathway
AS90981	1	Accounting	Make a financial decision for an individual or group	Int	3	Lit		
AS90979	1	Accounting	Prepare financial information for a community's annual general meeting	Int	4	Lit		
AS90977	1	Accounting	Process financial transactions for a small entity	Int	5	Lit		SI,CR
AS90978	1	Accounting	Prepare financial statements for sole proprietors	Ext	5	Lit		
AS90976	1	Accounting	Demonstrate understanding of accounting concepts for small entities	Ext	3	Lit		SI, CR, PI
Total Credits:					20			

**Related careers:** Accounting Technician, Accounts Clerk, Financial Controller.

**Transferable skills:** Ability to follow a process in detail, check accuracy and prepare statements for individuals.

**Course: Accounting 201 (ACC 201)**

**Teacher to see: Mrs L Purdon**

**COURSE DESCRIPTION:**

At this level, Accounting builds on investigating systems and using the online software Xero to process data. It continues to focus more closely on analysing, interpreting and communicating financial information to a wide range of users, this includes the investigation of both inventory and accounts receivable subsystems.

**PREREQUISITES:** ACC 101 preferred.  
Good literacy and numeracy skills.

**COSTS:**  
Subject fees: None

**ELIGIBLE FOR COURSE ENDORSEMENT** YES

Standard	Level	Domain	Title	Int / Ext	Cr	Level 1 Lit / Num	U.E. Literacy	Vocational Pathway
AS91386	2	Accounting	Inventory subsystems	Int	3	Lit/Num		SI
AS91175	2	Accounting	Accounting processing using accounting software	Int	4	Num		SI, CR
AS91176	2	Accounting	Prepare financial information	Ext	5	Num		
AS91174	2	Accounting	Demonstrate understanding of accounting concepts	Ext	4	Lit		SI
AS91481	2	Accounting	Demonstrate understanding of a contemporary accounting issue for decision making	Int	4	Lit		
<b>Total Credits:</b>					<b>20</b>			

**Related career:** Accounting Technician, Accounts Clerk and Accounts Manager.

**Transferable skills:** Ability to follow and understand a process and up an analysis of findings.

**Course: Accounting 301 (ACC 301)**

**Teacher to see: Mrs L Purdon**

**COURSE DESCRIPTION:**

Accounting Level 3 builds on the concepts of Partnership’s financial records and interpreting an annual report. Students will analyse a company’s financial records and communicate their findings. It is an in-depth process and requires students to complete their own research. The course is strongly recommended if students intend to pursue a Commerce qualification at tertiary level.

**ELIGIBLE FOR COURSE ENDORSEMENT** YES

**UNIVERSITY APPROVED LIST SUBJECT** YES and on Table B Auckland University

**PREREQUISITES:** ACC 201 preferred  
Good literacy and numeracy skills

**COSTS:**

Subject fees: None

Standard	Level	Domain	Title	Int / Ext	Cr	Level 1 Lit / Num	U.E. Literacy	Vocational Pathway	
AS91404	3	Accounting	Demonstrate understanding of accounting concepts for a New Zealand reporting entity	Ext	4	Lit	R	SI, CR	
AS91406	3	Accounting	Company financial statement preparation	Ext	5	Num		SI	
AS91407	3	Accounting	Interpret the <a href="#">annual report</a> of a New Zealand reporting entity	Int	5	Lit/Num	R		
AS91409	3	Accounting	Demonstrate understanding of a job cost subsystem	Int	4	Lit/Num			
Total Credits:					18				

**Related career:** Accounting Technician, Accounts Clerk, Accounts Manager and Banking

**Transferable skills:** Ability to apply concepts in different situations within a financial context, detailed report writing and research and analysis.

**Course: Business Studies 101 (BUS 101)**

**Teacher to see: Mrs L Purdon**

**COURSE DESCRIPTION:**

Business Studies creatively explores how small business enterprise works. Students will develop their understanding of business theory and have the opportunity to practise this knowledge by carrying out a business activity on Market Day. This course enables students to make informed decisions about business matters, work well within a team environment and develop an entrepreneurial mind-set.

**PREREQUISITES:** Strong literacy skills required, ability to be a team player and must have can-do attitude.

**COSTS:**  
Subject fees: None

**ELIGIBLE FOR COURSE ENDORSEMENT** YES

Standard	Level	Domain	Title	Int / Ext	Cr	Level 1 Lit / Num	U.E. Literacy	Vocational Pathway
AS90840	1	Business Studies	Apply the marketing mix to a new or existing product	Int	3	Lit		SI, CR, PI
AS90842	1	Business Studies	Carry out and review a product-based business activity within a classroom context	Int	6	Lit		PI
AS90841	1	Business Studies	Investigate aspects of human resource processes in a business	Int	3	Lit		PI
AS90837	1	Business Studies	Demonstrate an understanding of internal features of a small business	Ext	4	Lit		SI, CR, PI
AS90838	1	Business Studies	Demonstrate an understanding of external factors influencing a small business	Ext	4	Lit		SI, CR, PI
<b>Total Credits:</b>					<b>20</b>			

**Related careers:** Self-employed Business Owner, Human Recruitment Officer, Retail Manager.

**Transferable skills:** Ability to apply business concepts to real life scenarios within a business context, problem solving and group work.

**Course: Business Studies 201 (BUS 201)**

**Teacher to see: Mrs L Purdon**

**COURSE DESCRIPTION:**

Business Studies Level 2 builds on the concept of writing and implementing a business plan. The focus is on creating, carrying out and refining a business activity with a sustainable community context and then selling this product/service in Term 2 and 3. The course runs alongside Young Enterprise Scheme, competing against other schools in numerous challenges including presenting your business idea to a panel of judges.

**PREREQUISITES:** BUS 101 preferred, good literacy/writing skills are necessary and group/collaborative skills are essential. Must be self-motivated.

**COSTS:**

Subject fees: \$35 YES participant fee

**ELIGIBLE FOR COURSE ENDORSEMENT** YES

Standard	Level	Domain	Title	Int / Ext	Cr	Level 1 Lit / Num	U.E. Literacy R/W	Vocational Pathway
AS90846	2	Business Studies	Conduct market research for a new or existing product	Int	3	Lit/Num		PI, CR
AS90848	2	Business Studies	Carry out, review and refine a business activity	Int	9	Lit		CR
AS90847	2	Business Studies	Motivation theory in a business	Int	3	Lit		CR
AS90843	2	Business Studies	Internal operations of a large business	Ext	4	Lit		PI, SI
<b>Total Credits:</b>					<b>19</b>			

**Related careers:** Self-employed Business Owner, Human Recruitment Officer, Business Manager/management, Marketing Director

**Transferable skills:** Ability to collect relevant primary and secondary data for analysis and write an informed business plan, complete a review and refine a plan.

**Course: Business Studies 301 (BUS 301)**

**Teacher to see: Mrs L Purdon**

**COURSE DESCRIPTION:**

Business Studies Level 3 challenges students to think big. The focus is on creating a product/service that is innovative and sustainable to sell in Term 2 and 3. The course runs alongside Young Enterprise Scheme competing against other schools in numerous challenges including presenting your business idea to a panel of judges.

**PREREQUISITES:** BUS 201 is preferred, good literacy/ writing skills are necessary and group/collaborative skills are essential. Must be self-motivated.

**ELIGIBLE FOR COURSE ENDORSEMENT** YES

**UNIVERSITY APPROVED LIST SUBJECT** YES

**COSTS:**

Subject fees: \$35 YES participant fee

Standard	Level	Domain	Title	Int / Ext	Cr	Level 1 Lit / Num	U.E. Literacy	Vocational Pathway
AS91382	3	Business Studies	Develop a marketing plan for a new or existing product	Int	6	Lit	R	PI, SI, CR
AS91384	3	Business Studies	Carry out, with consultation, an innovative and sustainable business activity	Int	9	Lit	R	MT, PI, SI, CR
AS91379	3	Business Studies	Demonstrate understanding of how Internal factors interact within a business operating in a global context	Ext	4	Lit	R/W	PI, SI
<b>Total Credits:</b>					<b>19</b>			

**Related careers:** Self-employed Business Owner, Market Analyst.

**Transferable skills:** Ability to plan and manage a project within a business context, time management and communication skills.