



Coventry
London
Scarborough

***Coventry University Group**

includes Coventry University Wroclaw

**Course Specification
Part A**

Foundation Accounting and Finance

CU Group*

Academic Year: 2020/2021

**CU Group refers to Coventry University College Limited, a company wholly-owned by Coventry University. Its trading names are CU Coventry, CU Scarborough and CU London*

Please note: This specification provides a concise summary of the main features of the course and the learning outcomes that a typical student might reasonably be expected to achieve and demonstrate if s/he takes full advantage of the learning opportunities that are provided.

We regularly review our course content, to make it relevant and current for the benefit of our students. For these reasons, course modules may be updated.

More detailed information on the learning outcomes, content, and teaching, learning and assessment methods of each module can be found in the Module Information Directory (MID), student module guide(s) and the course handbook.

The accuracy of the information contained in this document is reviewed by the University and may be verified by the Quality Assurance Agency for Higher Education.

Revised November 2018

PART A Course Specification (Published Document)

Foundation Accounting and Finance

1. Introduction

The main aim of the course is to provide a credible broad based preparatory course that will enable students to be equipped with the necessary skills and competences and for them to be able to make a valid contribution to studying at a higher level on a related degree course in Accounting or Finance within the CU Group. Students achieving this course will benefit in the workplace by supporting organisations in an accounting or finance role such as an accounts assistant, an accounts payable, an accounts payable clerk and an assistant accountant, by providing them with module content appropriate to progression in the workplace.

On successful completion of Foundation Year in Accounting and Finance students are guaranteed progression onto our BA Professional Accounting or BA Financial Services course. This course is not designed as a standalone year or award as such but students may wish to take some time out, explore the marketplace and come back to join the degree. The degree is also available part-time for those wishing to seek employment in parallel with study.

As the basis for elements of this course, the curriculum design team has used the Association of Accounting Technicians (AAT) Level 3, which is a widely recognised qualification by employers and respected by the profession. This qualification is regulated by:

- the Office of Qualification and Examination Regulation (Ofqual) in England and internationally;
- the Council of the Curriculum, Examinations and Assessment (CCEA) in Northern Ireland;
- the Scottish Qualification Authority (SQA Accreditation) in Scotland;
- Qualifications Wales in Wales. (Source: AAT Advanced Diploma in Accounting, 2017)

The course comprise the following four modules:

- Academic skills for Accounting and Finance
- Accounting and Spreadsheets
- Cost, Revenue and Professional Ethics
- Investment and Risk

The design of the course will also make references to the University's 'Creating Better Futures' 2021 Corporate Plan, in particular, the action of 'embedding employability' within the curriculum. Furthermore, links will also be made to the Teaching Excellence Framework (TEF) and the 'Success as a Knowledge Economy' Government White paper more generally, with regards to maximising opportunities for employment; the QAA Cross-Subject Themes incorporating key themes such as Internationalisation and digital literacy.

2 Available Award(s) and Modes of Study

Title of Award	Mode of attendance	UCAS Code	FHEQ Level
Foundation Certificate of Achievement in Accounting and Finance	F/T 1 Year P/T 1/2 Years	N401	3
3 Awarding Institution/Body	Coventry University		

4 Collaboration	N/A
5 Teaching Institution and Location of delivery	CU Group
6 Internal Approval/Review Dates	Date of approval*/latest review*: 2019/20 Date for next review: 2025/2026
7 Course Accredited by	N/A
8 Accreditation Date and Duration	N/A
9 QAA Subject Benchmark Statement(s) and/or other external factors	There are no applicable Subject Benchmark Statements as this is a Foundation programme. AAT Level 3 Diploma in Accounting National Occupational Standards (2012)
10 Date of Course Specification	April 2017
11 Course Director	Nicholas James

12 Outline and Educational Aims of the Course

The course will consider the range of skills required for successful academic study and provide students with an opportunity to develop these skills within a supportive and culturally sensitive environment. A clear focus will be on application, practice and feedback from peers and tutors throughout the module.

The students will acquire an understanding of double entry book-keeping including using ledger accounts and the journal and these skills will be developed into more advanced and complex areas, including adjustments for closing inventory, accrued and prepaid expenses and income, and how these are incorporated into an extended trial balance.

Students will also explore the principles and provision of cost and revenue information, primarily for the management of an organisation to plan and make relevant decisions.

Students will consider the importance of ethical fundamental principles (code of professional ethics) for accountants who are employed in a range of organisations. These are moral principles or standards that govern the conduct of the accountant of an organisation and also help to protect the public interest.

Subject to the successful completion of these modules and with more self-study and AAT practice papers, students will be able to sit the assessments for the relevant AAT level 3 units. However, this is not a requirement for the Foundation course and students do not undertake the AAT level 3 as part of the course. Students can opt to take the level 3 AAT within the CU Group part time on a Saturday, in addition. The Foundation course prepares the student with the underpinning knowledge and practice for the AAT, but is not part of the fundamental programme. Normally, this route would be undertaken independently by a small number of students on course each year.

The Foundation course prepares the student with the underpinning knowledge and practice for the AAT. The AAT Level 3 units embedded on the Foundation course are: Advanced Bookkeeping, Final Accounts Preparation, Management Accounting: Costing, Ethics for Accountants, Spreadsheets for Accounting. These units will need to be sat independently of the Foundation Course at CU Coventry within the academic year, should the student wish to pursue the AAT level 3 qualification. The student will be required to register separately with AAT and pay the relevant fees for registration and the units.

13 Course Learning Outcomes

A student who successfully completes the course will have achieved the following Course Learning Outcomes from the National Occupational Standards of Accounting and Finance (2012).

1. Prepare accounts: this involves the preparation of final accounts for business entities, the recording of capital transactions, the preparing of a trial balance and updating the accounting system for subsequent years.
2. Administer cash balances: this involves monitoring and controlling cash receipts and payments, identifying variances in budgets, managing cash balances and ensuring the best available returns on cash balances, and arranging overdraft facilities on behalf of the organisation.
3. Process income: this involves issuing and coding invoices and credit notes for goods and services, recording invoices and credit notes into the relevant books of prime entry, recording and processing receipts, preparing statements of accounts for customers, and responding to queries and chasing payments from customers.
4. Process expenditure: this involves dealing with order and delivery documents from suppliers, coding and recording invoices and credit notes for goods and services, authorising and recording payments for invoices and other payments, and recording transactions into the books of prime entry.
5. Complete end of period procedures: this involves aggregating and reconciling data, completing end-of-period returns and distributing information and relevant documents.
6. Identify professional ethics in accountancy and finance: this involves working in an ethical manner in respect of accountancy and taxation practice by ensuring the public has confidence in accountancy and finance practices, the organisation's probity and reputation remains intact, and maintain a personal professional reputation and legal obligation in organisations.

15 Criteria for Admission and Selection Procedure

The CU Group will work with the Admissions Services within Coventry University Group to ensure that all full-time and part-time applications are managed according to the nationally agreed framework and appropriate standards. CU Group will typically require:

40 UCAS tariff points or equivalent.

All courses will require 5 GCSE passes at grade A-C including Mathematics and English. Accreditation for prior learning is in accordance with the Academic Regulations for taught undergraduate courses.

16 Academic Regulations and Regulations of Assessment

This Course conforms to the standard [CU Group Academic Regulations](#) Mode F.

17 Indicators of Quality Enhancement

The following are key indicators of quality and standards:

The programme has been aligned to curriculum from the Association of Accounting Technicians (AAT) level 3 and the National Occupational Standards for Accounting and Finance (2012).

In addition:

- Subject Matter Experts, who are highly experienced in curriculum design, were responsible for the development of the programme and modules.
- Subject Matter Experts are typically actively engaged in the relevant industry sector as well as experienced members of the academic team.
- Course Leaders will be responsible for the on-going production of teaching and learning materials and tools for assessment, in compliance with the specification and regulations.

The QAA review undertaken in February 2015 confirmed that Coventry University meets UK expectations in:

- the setting and maintenance of the academic standards of its awards;
 - the quality of student learning opportunities;
 - the quality of the information about learning opportunities;
 - the enhancement of student learning opportunities.
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18 Additional Information

Enrolled students have access to additional, key sources of information about the course and student support including,

Student Handbook

Module Guides (only if these are produced for the course)

Module Descriptors

Module Information Directory

Moodle

Study Support information
