



**WELCOME TO DUNDEE & ANGUS COLLEGE**

**INFORMATION SESSION**

**Adv Cert/HNC/D ACCOUNTING**

**ACADEMIC SESSION 2024/25**

# Meet the team

- **Elaine Beattie – Lecturer**
- **Jackie Creamer - Lecturer**
- **Lynn Gellatly – Lecturer**
- **Eve Hughes - Lecturer**
- **Louise McNicoll – Lecturer**
- **Charlie Thomson – Lecturer**
- **Stuart McGregor– Curriculum and Quality Leader**



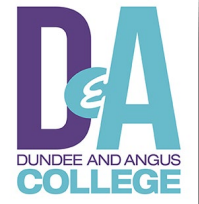
Gardyne Campus, Dundee

# Aim of this Presentation

To outline the course you have applied for:-

- **Advanced Certificate in Accounting**
- **HNC Accounting**
- **HND Accounting**

# Advanced Certificate Accounting



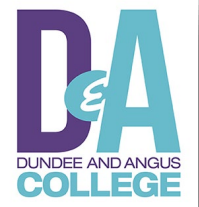
## Advanced Certificate in Accounting

- **Completion of programme within 32 Weeks**
- **Semester 1 - 16 weeks**
- **Semester 2 - 16 weeks**
- **Entry requirements 4 Nat 5s (desirable) / relevant qualification or work experience**
- **Allows progression to the HNC/D or AAT programmes**

## CLASSROOM COMMITMENT

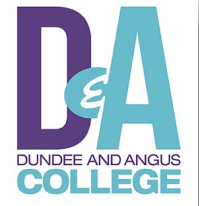
- **APPROXIMATELY 3 DAYS PER WEEK ON CAMPUS**

# Advanced Certificate Accounting Course Content



- **Analysing Accounting Information**
- **Preparing Financial Accounting Information**
- **Preparing Management Accounting Information**
- **Recording Transactions in the Ledger**
  
- **Communications & Numeracy**
  
- **Developing Skills for Employment & PDP**
- **Market Operations & The Scottish Economy**
- **Spreadsheets for Administrators**
- **UK Economic Activity**
- **Understanding Business**

# HNC Accounting



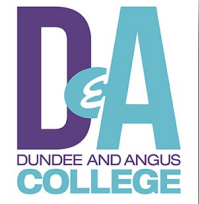
## HNC Accounting (Year 1 of the HNC/D programme)

- **Completion of programme within 32 Weeks**
- **Semester 1 - 16 weeks**
- **Semester 2 - 18 weeks**
- **Entry requirements 2 Higher (desirable) / relevant qualification or work experience**
- **Progression to the HND (Year 2 of the HNC/D programme) or AAT programmes**

## CLASSROOM COMMITMENT

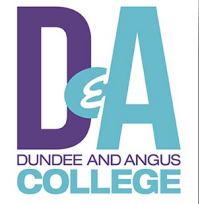
- **APPROXIMATELY 3 DAYS PER WEEK ON CAMPUS**

# HNC Accounting Course Content



- **Accounting Graded Unit 1**
- **Cost Accounting**
- **Management Accounting Using IT**
- **Payroll**
- **Preparing Financial Statements**
- **Recording Financial Information**
- **Using Financial Accounting Software**
  
- **Business Law: An Introduction**
- **Economic Issues**
- **Information Technology: Applications Software**
- **IT in Business: Spreadsheets**
- **Personal Development Planning**

# HND Accounting



## HND Accounting (Year 2 of the HNC/D programme)

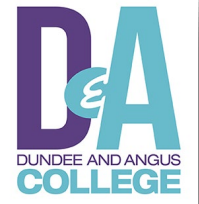
- **Completion of programme within 32 Weeks**
- **Semester 1 - 16 weeks**
- **Semester 2 - 18 weeks**
- **Entry requirements – completion of HNC Accounting**
- **Progression to a variety of University Degree programmes (Year 3)**

## CLASSROOM COMMITMENT

- **APPROXIMATELY 3 DAYS PER WEEK ON CAMPUS**



# HND Accounting Course Content



- **Accounting Graded Unit 2**
- **Accounting Graded Unit 3**
- **Accounting for Specialised Transactions**
- **Auditing**
- **Business Taxation**
- **Financial Reporting and Analysis**
- **Income Tax**
- **Management Accounting for Decision Making**
- **Management Accounting for Planning and Control**
  
- **Business Contractual Relationships**
- **IT in Business: Advanced Spreadsheets**

# Learning and Teaching

A wide variety of teaching and learning approaches are normally used

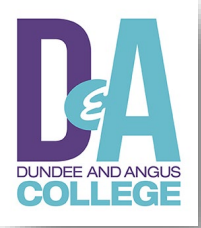
- Lectures
- Demonstrations
- Tutorials
- Workbook Exercises
- Research Tasks
- Projects



All fully supported by our fabulous team!

A wide variety of Assessments are also used from open book unsupervised projects/tasks to closed book exams.

# Financial Support



- **Students studying at Adv Cert. level are likely to have their course fees paid for them in the majority of cases and may be eligible to apply for bursary funding, travel, childcare support – speak to our team at the Help Points to see what you are entitled to**
- **Students studying at HNC/D level may be eligible to have their course fees paid for them by Student Awards Agency Scotland and may be able to apply for further financial support too. Again, speak to our staff on our Help Points to discuss what you could be entitled to**

# Student Funding

- Once you have received an offer of a place from the College you will receive information on how to apply for funding
- At HNC/D levels you could apply to SAAS for Course Fees, Bursary and access Student Loans (separate organisation)
- Apply for funding as soon as possible – at HN level this means you can apply even if your offer is only ‘conditional’
- Applications for SAAS funding usually open in April – if you delay your application until late summer, your application is likely to be delayed significantly



# Student Services

Our Student Services team provide amazing support for our students whether this be for specific issues, academic support or emotional support as well as expert advice on funding queries

- If you need help from the start of the course, or even before it begins...let us know!
- If you need support during the course...let us know!
- If you are a continuing student and you have had support before, please be aware that this does not automatically carry forward to the new course/academic year...let us know!

If we don't know, we can't help you!



# Student Support

Your class will be assigned a 'group tutor', the Group Tutor (one of your lecturers) will give more general/curriculum support advice and guidance throughout the academic year. They will be your first point of contact if you have any issues/problems etc. although all of the teaching team are here to support you.

So communicate with us!

If we don't know, we can't help you!



# Course Dates

The course will begin in August 2024 and finish in May/June 2025. The Academic Year is split between two Semesters:-

- Semester 1:- 26<sup>th</sup> August 2024 – 20<sup>th</sup> Dec 2024
- Semester 2: - 13<sup>th</sup> January 2025 – 30<sup>th</sup> May 2024

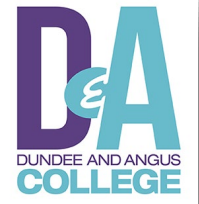
## College Holidays:-

- Monday 7<sup>th</sup> October to Friday 11<sup>th</sup> October 2024
- Monday 23<sup>rd</sup> December to Friday 3<sup>rd</sup> January 2025
- Friday 14<sup>th</sup> February 2025
- Monday 7<sup>th</sup> April to Friday 18<sup>th</sup> April 2025
- Monday 5<sup>th</sup> May 2025



# Class Times

College day begins at 9am and finishes at 5pm.



**Classes are not optional!!!**

Students are normally timetabled for up to 3 days of classes per week, this can vary depending on the availability of resources

Experience tells us...

**Attendance = Achievement**





# Questions???

## For further information contact us!



**Stuart McGregor**

*(Curriculum and Quality Lead for Accounting & Business)*

[stuart.mcgregor@dundeeandangus.ac.uk](mailto:stuart.mcgregor@dundeeandangus.ac.uk)

**Help Points**

[heretohelp@dundeeandangus.ac.uk](mailto:heretohelp@dundeeandangus.ac.uk)