

<b>NPA Accounting Level 6</b>	
<b>Requirements</b>	<p>Essential: National 5 Maths / Applications of Maths</p> <p>Preferred: National 5/Higher Business Management, National 5/Higher Admin &amp; IT, Higher Maths / Applications of Maths</p>
<b>Course content</b>	<p>The Level 6 National Progression Award (NPA) in Accounting is a computer-based course using Microsoft Excel during lessons to complete a range of Accounting activities. This NPA does not have a final, external exam and focuses on 5 units of study:</p> <ol style="list-style-type: none"> <li>1. Management Accounting</li> <li>2. Financial Accounting</li> <li>3. Analysing Accounting Information</li> <li>4. Recording Data in the Ledger</li> <li>5. Professional Ethics for Accountants</li> </ol>
<b>Assessment</b>	<p>Each unit of study is assessed open-book in supervised conditions with limited resources. Assessments will be completed throughout the year and assessed by the class teacher. The SQA moderates teacher assessments in line with national standards.</p>
<b>Progression / next steps</b>	<p>Completing this course allows entry to Higher Accounting, Higher Business Management and Higher Admin &amp; IT.</p>

<b>NPA Business and Information Technology Level 5/6</b>	
<b>Requirements</b>	Preferred: National 5 Business Management, National 5 Admin & IT, N5 Maths/Application of Maths
<b>Course content</b>	<p>The NPA in Business and IT has been designed to provide candidates with the fundamental knowledge required for success in current and future employment in the business and information technology sector or for progression to further academic qualifications.</p> <p>The NPA Level 5/6 in Business and IT involves completion of 4 units. This NPA does not have a final, external exam. The 4 units of study include:</p> <ol style="list-style-type: none"> <li>1. Communications in Administration</li> <li>2. IT Solutions for Administrators</li> <li>3. Understanding Business</li> <li>4. Management of Marketing and Operations</li> </ol>
<b>Assessment</b>	Each unit of study is assessed in supervised conditions (class time) with limited resources. Assessments will be completed throughout the year and assessed by the class teacher. The SQA moderates teacher assessments in line with national standards.
<b>Progression / next steps</b>	Completing this course allows entry to Higher Business Management and Higher Admin & IT.