

Ringwood Secondary College
2017 Course Planning Document

VCE Unit 3 Accounting

Time Allocation

This unit of work will consist of approximately 100 hours of which at least 50 hours will be class time. **To complete this unit of work satisfactorily, students must complete each of the following learning outcomes.**

Learning Outcomes

Outcome 1

The student should be able to record financial data into appropriate accounting records using a double entry accrual-based system for a single activity sole trader, and explain related aspects of this accounting system.

Outcome 2

The student should be able to record balance day adjustments, prepare financial reports and explain related aspects of the accounting system.

Assessment Tasks

1 Questions on the recording of financial information using a double entry accrual based system.

The student is required to manually complete the recording of financial information under the double entry accrual system.

Weighting: This task is worth 6.25% of the overall grade
Due: Term 1, Week 7

Time allocated to task: 1 period

2 Questions on the recording of financial information using a double entry accrual based system (special journals); manual recording & ICT recording.

The student is required to manually complete the recording of financial information under the double entry accrual system.

Weighting: This task is worth 6.25% of the overall grade
Due: Term 2, Week 2

Time allocated to task: 1 period

3 Questions on the recording of balance day adjustments and the preparation of reports.

The student is required to manually complete the reporting of financial information under the double entry accrual system.

Weighting: This task is worth 6.25% of the overall grade
Due: Term 2, Week 6

Time allocated to task: 1 period

4 Questions on reporting the Cash Flow Statement and the preparation of reports; manual recording.

The student is required to manually complete the reporting of financial information under the double entry accrual system.

Weighting: This task is worth 6.25% of the overall grade
Due: Term 2, Week 9

Time allocated to task: 1 period