

Ringwood Secondary College
2017 Course Planning Document

VCE Unit 4 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 using double entry accounting and report accounting information using an accrual-based system for a single activity sole trader, and discuss the function of various aspects of this accounting system.

Outcome 2

The student should be able to prepare budgets and variance reports, evaluate the performance of a business using financial and non-financial information and discuss strategies to improve the profitability and liquidity of the business.

Assessment Tasks

1 A series of structured questions on the recording and reporting of financial information using a double entry accrual based system; manual 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

Time allocated to task: 1 period

Due: Term 3, Week 2

2 A series of structured questions on the recording and reporting of financial information using a double entry accrual based system; manual recording and ICT recording.

The student is required to use manual recording to complete the recording and reporting of financial information under the double entry accrual system.

Weighting: This task is worth 6.25% of the overall grade

Time allocated to task: 1 period

Due: Term 3, Week 6

3 Budgeting Case Study.

The student is required to prepare a budget for a business using ICT tools.

Weighting: This task is worth 7.5% of the overall grade

Time allocated to task: 1 period

Due: Term 3, Week 8

4 Evaluation of business performance.

The student is required to analyse and evaluate the performance data of a trading business.

Weighting: This task is worth 5% of the overall grade

Time allocated to task: 1 period

Due: Term 3, Week 10

5 End of Year Examination.

The student is required to apply knowledge and understanding of the areas covered in Unit 3 and Unit 4.

Weighting: This task is worth 50% of the overall grade **Time allocated to task:** 120 minutes

Due: **Unit 4 VCAA Written Examinations commence Term 4, Week 4 from 1/11/2017**