<table>
<thead>
<tr>
<th>WEEK</th>
<th>Area of study/key knowledge</th>
<th>TEXT CHAPTER</th>
<th>SAC</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Area of Study 1: ‘Going into business’</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| HOLIDAYS AND WEEK 1 | Concept of Small Business  
Reasons for establishing a small business (Part 1)  
Factors that lead to the success and failure of a small business  
Resources required to establish a small business (Part 2)  
The role of professionals, such as accountants, business advisors and professional organisations in providing advice to achieve business success (Part 2)  
Alternatives to establishing a small business (Part 1 chpt 10) | Chapter 4 and 10 | Outcome 1  
1. Folio of exercises  
Manual & ICT BASED  
2. Case Study  
PART 1 Due week 1  
PART 2 Going into Business, Equation, Balance Sheet  
TEST week 3 |
| 8 | Internal and external sources of finance, including features, advantages and disadvantages (Part 3 chpt 9) | Chapter 9 | PART 3 TEST ON FINANCE |
|      | **Area of Study 2: ‘Recording financial data and reporting accounting information’** |             |     |
| 2 | Applicable accounting principles and qualitative characteristics of accounting information  
The accounting equation  
The definition of the accounting elements: assets, liabilities, owner’s equity, revenue and expenses  
Classification of current and non-current items in the balance sheet  
The twofold effect of transactions on the balance sheet | Chapter 1  
Chapter 2 |     |
| 3, 4, 5 and 6 | Single Entry  
Source and business documents for a service business, including cash receipts, cheque butts, memos, bank statements  
Special journals: cash receipts and cash payments, GST | Chapter 3 | Outcome 2 Task 1  
Ongoing Folio of exercises  
At least 2 tasks will be ICT based.  
And TEST |
| 7 and 8 | Accounting reports  
- Statement of Receipts and Payments  
- Income Statement  
- Balance Sheet (revisit)  
Graphical representations of accounting information | Chapter 5  
Chapter 6 | Outcome 2 Task 2  
Folio of exercises task  
And TEST |
| 11 and 12 | Bank reconciliation process | Chapter 7 | Outcome 2 Task 3  
Folio of exercises  
And TEST |
| 13 and 14 | Budgeting for cash and profit:  
- Role and benefits of cash and profit budgeting in planning and control  
- Budgeted reports for cash and profit  
- Budget variance reports for cash and profit | Chapter 8 | Outcome 2 Task 4  
Folio of exercises task  
And TEST |
| 15 | Revision | | |

Accounting Unit 1 Course Outline 2013-18.doc
UNIT 1 ACCOUNTING ASSESSMENT

OUTCOME 1 GOING INTO BUSINESS

A/ Folio of exercises both and manual and ICT Completed during class.

B/:-

Part 1 :- Case study Holiday work Due Week 1

Part 2:- Test Going into business, Accounting Equation, Balance Sheet, Classification of elements etc

Part 3:- Test Finance

OUTCOME 2 RECORDING FINANCIAL DATA AND REPORTING ACCOUNTING INFORMATION

A/ Folio of exercises both and manual and ICT Completed during class.

B/:-

Series of tests (minimum of 4) covering

A/ Recording

B/ Reporting:- Statement of Receipts And Payments

   Income Statements

   Balance Sheet

   Bank Reconciliation Statement

   Budgets

C/ Accounting Theory