

GLADSTONE PARK SECONDARY COLLEGE
UNIT 3 ACCOUNTING COURSE OUTLINE 2013-18

WEEK	TOPIC	LEARNING ACTIVITIES	SAC	
	AREA OF STUDY 1 RECORDING FINANCIAL DATA			CHECK LIST QNS
Holiday and 1	Relevant accounting principles, qualitative characteristics, Balance Sheet, accounting elements, twofold effect on the accounting equation	Summary questions Chpt 1 Practical exercises Chpt 1		
2,3 and 4	The Balance Sheet, the accounting equation, Analysing and designing accounting systems Double-entry accounting, General Ledger, source documents, GST (including calculating GST and the GST Clearing account)	Summary questions Chpt 2, 3, 4 Practical exercises Chpt 2,3,4	Start folio of exercises	
5	Special journals—sales, purchases, cash receipts, cash payments, control accounts, Subsidiary Ledgers, debtors and creditors schedules	Summary questions Chpt 5, 6 Practical exercises Chpt 5,6		
6	The General Journal—format, establishing a double-entry system, correction of errors, contribution of non-current assets by the owner, including the distinction between historical cost and agreed value, withdrawals of stock by the owner, bad debts	Summary questions Chpt 7 Practical exercises Chpt 7		
7 and 8	The process of posting to the General Ledger from the General Journal and special journals on a monthly basis	Summary questions Chpt 5,6,7, 8 (gst) Practical exercises Chpt 5,6,7, 8 (gst)	TEST 1	
9 and 10	Stock—stock cards, FIFO, advertising use, drawings of stock	Summary questions Chpt 9 Practical exercises Chpt 9		
11	Determining profit or loss, closing entries for profit and loss in the General Ledger, transfer of drawings to the capital account and the Income Statement	Summary questions Chpt 10 Practical exercises Chpt 10	TEST 2	
12,13 and 14	Area of Study 2: 'Balance day adjustments and reporting and interpreting accounting information' Income Statements Balance day adjustments—depreciation, stock loss or gain, prepaid expenses, accrued expenses	Summary questions Chpt 11, 13,14 Practical exercises Chpt 11,13,14	TEST 1	
15 and 16	Cash Flow Statements—format of the Cash Flow Statement, distinction between cash and profit	Summary questions Chpt 12 Practical exercises Chpt 12	TEST 2	
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