



SAMPLE COURSE OUTLINE

ACCOUNTING AND FINANCE
ATAR YEAR 11

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Sample course outline

Accounting and Finance – ATAR Year 11

Semester 1 – Unit 1

Week	Key teaching points
1	<p>Introduction to the course, distribution of syllabus, course outline and assessment outline</p> <p>Financial institutions and systems: Financial systems and fundamental principles</p> <ul style="list-style-type: none"> • characteristics of the main types of small business ownership: sole trader, partnership and small proprietary company, including: <ul style="list-style-type: none"> ▪ number of owners ▪ liability of owners ▪ ability to raise capital or borrow funds ▪ distribution of profits ▪ transfer of ownership ▪ separate accounting or legal entity ▪ continuity of existence • advantages and disadvantages of the main types of small business ownership • different types and characteristics of business undertakings, including: <ul style="list-style-type: none"> ▪ manufacturing ▪ trading/retailing ▪ service providing
2	<p>Financial institutions and systems: Financial institutions</p> <ul style="list-style-type: none"> • sources of finance, other than equity, available to small businesses • advantages and disadvantages of these sources of finance • factors considered by financial institutions when approving finance <ul style="list-style-type: none"> ▪ risk <ul style="list-style-type: none"> ○ collateral ○ liquidity ○ history ○ guarantors ▪ return <ul style="list-style-type: none"> ○ interest rate ○ future business <p>Task 1: Project (Weeks 2–3)</p>
3	<p>Financial institutions and systems: Financial systems and fundamental principles</p> <ul style="list-style-type: none"> • fundamental concepts and conventions of financial accounting, including: <ul style="list-style-type: none"> ▪ the accounting equation ▪ double entry accounting ▪ the accounting cycle: documents, journals, ledger, adjusting entries, closing entries and financial statements • simple definition of the elements of financial statements <ul style="list-style-type: none"> ▪ assets ▪ liabilities ▪ equity ▪ income ▪ expenses • accepted accounting principles and conventions, including: <ul style="list-style-type: none"> ▪ accounting entity ▪ monetary ▪ historical cost ▪ materiality

Week	Key teaching points
	<ul style="list-style-type: none"> ▪ accounting period ▪ going concern
4–6	<p>Recording, using and evaluating financial information: Recording, processing and communicating financial information</p> <ul style="list-style-type: none"> • manual preparation of simple classified financial statements for a sole trader excluding balance day adjustments <ul style="list-style-type: none"> ▪ income statements ▪ balance sheet (statement of financial position) for a trading/merchandising/service business <p>Financial institutions and systems: Financial systems and fundamental principles</p> <ul style="list-style-type: none"> • purpose of financial statements, including: <ul style="list-style-type: none"> ▪ performance ▪ financial position ▪ liquidity <p>Task 2: Test (Week 7)</p>
7	<p>Government and the community: The role and influence of governments and other bodies</p> <ul style="list-style-type: none"> • legislation relating to the formation of sole traders and partnership, including: <ul style="list-style-type: none"> ▪ <i>GST Act 1999</i> (WA) ▪ <i>Business Names Registration Act 2011</i> (Cth) ▪ <i>Partnership Act 1895</i> (WA) • the impact of GST legal requirements on small businesses, including: <ul style="list-style-type: none"> ▪ registering for GST ▪ Australian Business Number (ABN) <p>Financial institutions and systems: Financial systems and fundamental principles</p> <ul style="list-style-type: none"> • principles and features of the GST, including: <ul style="list-style-type: none"> ▪ taxable supplies, GST-free supplies and input taxed supplies ▪ accounting and reporting for the GST, including the business activity statement (BAS) • fundamental concepts and conventions of financial accounting, including: <ul style="list-style-type: none"> ▪ principles of the perpetual inventory system • perpetual versus periodic inventory methods
8–11	<p>Recording, using and evaluating financial information: Recording, processing and communicating financial information</p> <ul style="list-style-type: none"> • calculation of the GST receivable or payable • manual preparation of the general journal and general ledger (including GST) to include: <ul style="list-style-type: none"> ▪ entries to commence business ▪ cash and credit transactions to include cash receipts, cash payments, sales, purchases, sales returns, purchases returns, discount allowed, discount received ▪ perpetual inventory system given the cost of sales (Note: no requirement to teach inventory costing systems, such as Last-in First-out, First-in First-out and weighted average) ▪ purchase of non-current assets • manual preparation of trial balance <p>Financial institutions and systems: Financial systems and fundamental principles</p> <ul style="list-style-type: none"> • purpose of trial balance <ul style="list-style-type: none"> ▪ errors disclosed by the trial balance ▪ errors not disclosed by the trial balance <p>Task 3: Test (Week 12)</p>

Week	Key teaching points
12–13	<p>Recording, using and evaluating financial information: Recording, processing and communicating financial information</p> <ul style="list-style-type: none"> • manual preparation of the general journal and general ledger (including GST) to include: <ul style="list-style-type: none"> ▪ write-off bad debts ▪ withdrawal of inventory or cash by the proprietor ▪ correction of errors ▪ closing entries <p>Task 4: Test (Week 14)</p>
14	<p>Recording, using and evaluating financial information: Evaluating financial information for planning, coordinating, controlling and investing</p> <ul style="list-style-type: none"> • principles of internal control • application of the principles of internal control over cash, inventory, accounts receivable, accounts payable and non-current assets • limitations of internal control <p>Government and the community: The role and influence of governments and other bodies</p> <ul style="list-style-type: none"> • the concept of bankruptcy as defined by the <i>Bankruptcy Act 1966 (WA)</i>
15	<p>Government and the community: The influence of social, environmental and ethical factors</p> <ul style="list-style-type: none"> • costs and benefits for small business of engaging in socially, environmentally and ethically responsible behaviour, including: <ul style="list-style-type: none"> ▪ sponsorship ▪ resource conservation ▪ taxation responsibility
16	<p>Task 5: Semester 1 Examination</p>

Semester 2 – Unit 2

Week	Key teaching points
1	<p>Introduction to the course, distribution of syllabus, course outline and assessment outline</p> <p>Government and the community: The role and influence of governments and other bodies</p> <ul style="list-style-type: none"> • the role of the professional accounting and financial associations, including: <ul style="list-style-type: none"> ▪ CPA Australia ▪ Chartered Accountants Australia and New Zealand ▪ The Institute of Public Accountants ▪ Financial Planning Association of Australia Limited <p>Government and the community: The influence of social, environmental and ethical factors</p> <ul style="list-style-type: none"> • the nature and purpose of the professional codes of conduct for members of professional accounting service providers associations <p>Task 6: Project (Weeks 2–3)</p>
2–6	<p>Financial institutions and systems: Financial systems and fundamental principles</p> <ul style="list-style-type: none"> • accrual basis of accounting as per the <i>Conceptual Framework for Financial Reporting</i> (the <i>Conceptual Framework</i>) • the distinction between cash and accrual methods of accounting • definition, as per the <i>Conceptual Framework</i>, of: <ul style="list-style-type: none"> ▪ assets ▪ liabilities ▪ equity ▪ income ▪ expenses • recognition criteria, as per the <i>Conceptual Framework</i>, for: <ul style="list-style-type: none"> ▪ assets ▪ liabilities ▪ income ▪ expenses • expenses purpose and nature of the following balance day adjustments: <ul style="list-style-type: none"> ▪ accrued expenses ▪ prepaid expenses ▪ stock of supplies ▪ accrued income ▪ income in advance ▪ doubtful debts <p>Recording, using and evaluating financial information: Recording, processing and communicating financial information</p> <ul style="list-style-type: none"> • manual preparation of general journal and ledger entries for balance day adjustments (asset and liability method only) to prepare financial reports (GST not included) • manual preparation of closing general journal entries • manual preparation of trial balance <p>Task 7: Test (Week 7)</p>

Week	Key teaching points
7–9	<p>Financial institutions and systems: Financial systems and fundamental principles</p> <ul style="list-style-type: none"> • purpose and nature of balance day adjustments <ul style="list-style-type: none"> ▪ depreciation • nature of depreciable non-current assets • nature of depreciation expense • determining the cost of a depreciable non-current asset • identification of the more appropriate method of depreciation to apply <ul style="list-style-type: none"> ▪ straight line ▪ reducing/diminishing balance • identification of over or under depreciation on sale of non-current asset <p>Recording, using and evaluating financial information: Recording, processing and communicating financial information</p> <ul style="list-style-type: none"> • manual preparation of general journal and general ledger entries for recording of depreciation and disposal of a single depreciable asset, including cost of a depreciable non-current asset, depreciation expense, disposal of depreciable asset using the sale of asset method <p>Task 8: Test (Week 10)</p>
10–11	<p>Financial institutions and systems: Financial systems and fundamental principles</p> <ul style="list-style-type: none"> • classification of income, expenses, assets and liabilities by nature and function <p>Recording, using and evaluating financial information: Recording, processing and communicating financial information</p> <ul style="list-style-type: none"> • manual preparation of classified financial statements for a sole trader, including balance day adjustments <ul style="list-style-type: none"> ▪ income statements ▪ statement of financial position for a trading/merchandising/service business <p>Task 9: Test (Week 12)</p>
12–13	<p>Recording, using and evaluating financial information: Recording, processing and communicating financial information</p> <ul style="list-style-type: none"> • preparation of the following ratios: <ul style="list-style-type: none"> ▪ profitability ratios <ul style="list-style-type: none"> ○ profit formula $\frac{\text{profit}}{\text{net sales}}$ ○ gross profit formula $\frac{\text{gross profit}}{\text{net sales}}$ ○ expense formula $\frac{\text{operating expenses}}{\text{net sales}}$ ○ rate of return on assets formula $\frac{\text{profit}}{\text{average total assets}}$ ▪ liquidity ratios: <ul style="list-style-type: none"> ○ working capital formula $\frac{\text{current assets}}{\text{current liabilities}}$ ○ quick asset formula $\frac{\text{current assets} - \text{inventory and prepayments}}{\text{current liabilities} - \text{bank overdraft}}$ ▪ leverage ratio: <ul style="list-style-type: none"> ○ debt to equity formula $\frac{\text{total liabilities}}{\text{total equity}}$

Week	Key teaching points
	<p>Recording, using and evaluating financial information: Evaluating financial information for planning, coordinating, controlling and investing</p> <ul style="list-style-type: none"> • interpretation of the following ratios to evaluate the profitability and stability of a business <ul style="list-style-type: none"> ▪ profitability ratios: <ul style="list-style-type: none"> ○ profit ○ gross profit ○ expense ○ rate of return on assets ▪ liquidity ratios: <ul style="list-style-type: none"> ○ working capital ○ quick asset ▪ leverage ratio: <ul style="list-style-type: none"> ○ debt to equity
14–15	<p>Financial institutions and systems: Financial systems and fundamental principles</p> <ul style="list-style-type: none"> • concept of inventory costing methods <ul style="list-style-type: none"> ▪ weighted average ▪ First-in First-out <p>Financial institutions and systems: Financial institutions</p> <ul style="list-style-type: none"> • nature, benefits and risks to small business of the following types of electronic processing: <ul style="list-style-type: none"> ▪ EFTPOS ▪ bill payments – electronic payment system ▪ credit cards ▪ online banking ▪ direct debits <p>Recording using and evaluating financial information: Recording, processing and communicating financial information</p> <ul style="list-style-type: none"> • using an established chart of accounts and the perpetual inventory system, apply double entry principles using Mind Your Own Business (MYOB) or QuickBooks® to electronically record financial data and produce financial reports <p>Task 10: Test</p>
16	<p>Task 11: Semester 2 Examination</p>