



English, Humanities & Languages Academy Unit Outline

Year: 11/12

Timetable Period: Semester 1 2021

Course Title	Accounting	Course Code:	5811/5812
Semester Unit	Unit 1: Introduction to Accounting	Unit Value/Code:	1.0 / 41261/41283
Term Unit 1	Unit 1a: Introduction to Accounting a	Unit Value/Code:	0.5 / 41262/41284
Term Unit 2	Unit 1b: Introduction to Accounting b	Unit Value/Code:	0.5 / 41263/41285
Teacher/s	Iwen Chow	Google Classroom Code and Line	Dyaaq2a Line 1
Executive Teachers	Andraya Stapp-Gaunt & Jane Watson		

Unit Description

An overview of Accounting includes: the nature of accounting, financial statements in accounting, business structures, accounting principles, accounting equations, and their relationship between theory and practice.

Concepts and principles of basic accounting, including: the nature and functions of accounting, the difference between bookkeeping and accounting, careers in accounting, accounting assumptions and principles and their significance.

Nature and purpose of basic accounting including: financial statements, for example Balance Sheet, Income Statement, and Cash Flow Statement, and introduction to financial statement analysis, for example, working capital, current ratio, debt ratio, quick asset ratio, return on owner's equity and the impact of change locally, nationally and globally.

Issues, perspectives and viewpoints on basic accounting, including: users of accounting information, accounting regulators and business structures in a range of social and historical contexts.

Research and investigate factors that influence accounting including stakeholders of financial information.

Specific Unit Goals

This unit should enable students to:

A Course	T Course
<p>explain the nature, users and functions of accounting</p> <p>explain and communicate accounting terms, concepts and ideas</p>	<p>demonstrate an understanding of the nature, users, and functions of accounting</p> <p>explain and communicate accounting terms, concepts and ideas</p>

Content Descriptions

A course	T Course
Structure and Operation	
analyse and apply the standard financial ratios used for decision making (ACCA01)	evaluate and apply the standard financial ratios used for decision making (ACCT01)
Concepts and principles	
<p>apply the principles and practices of reporting financial information (ACCA02)</p> <p>identify various users of financial information (ACCA03)</p>	<p>analyse the principles and practices of reporting financial information (ACCT02)</p> <p>identify various users of financial information (ACCT03)</p>

A course	T Course
Nature and purpose of accounting	
<p>examine the role of accounting in society (ACCA04)</p> <p>apply identified accounting concepts, principles and standards to generate financial reports (ACCA05)</p> <p>compare and contrast business structures and describe accounting purposes (ACCA06)</p>	<p>investigate the role of accounting in society (ACCT04)</p> <p>apply identified accounting concepts, principles and standards to generate financial reports (ACCT05)</p> <p>compare and contrast business structures and evaluate accounting purposes (ACCT06)</p>
Types and forms	
discuss the performance of an entity using financial information (ACCA07)	evaluate the performance of an entity using different types and forms of financial information (ACCT07)
Issues, research and investigation	
recognise that accounting information can be interpreted differently according to its various users (ACCA08)	recognise that accounting information can be interpreted differently according to its various users (ACCT08)
Inquiry, research and investigation	
describe the social, legal, regulatory, and/or ethical influences on financial recording and decision-making (ACCA09)	evaluate the social, legal, regulatory, and/or ethical influences on financial recording and decision-making (ACCT09)

discuss ethical conduct, social responsibility, confidentiality and transparency in accounting practice (ACCA10)	analyse ethical conduct, social responsibility, confidentiality and transparency in accounting practice (ACCT10)
Communication	
<p>describe how social, legal, regulatory, and ethical issues both influence and are influenced by business and accounting decisions (ACCA11)</p> <p>solve complex accounting problems in practical situations (ACCA12)</p> <p>analyse and interpret financial information, using appropriate accounting terminology (ACCT13)</p> <p>recognise, understand, record, report, and communicate financial information in a manner appropriate to the identified needs of the user (ACCT14)</p> <p>communicate accounting information using appropriate modes for a variety of purposes (ACCT15)</p>	<p>analyse how social, legal, regulatory, and ethical issues both influence and are influenced by business and accounting decisions (ACCT11)</p> <p>solve complex accounting problems in practical situations through analysing, selecting, combining, and synthesising information (ACCT12)</p> <p>interpret financial information, using appropriate accounting terminology (ACCA13)</p> <p>recognise, understand, record, report, and communicate financial information in a manner appropriate to the identified needs of the user (ACCA14)</p> <p>communicate accounting information using appropriate modes for a variety of purposes (ACCA15)</p>

Assessment

Task	Due Date	Weighting
Written Assessment	Week 7	30%
Accounting Test	Week 9	20%
Written assessment	Week 14	30%
Accounting Test	Week 16	20%

BSSS Policies

SPECIFIC ENTRY & EXIT REQUIREMENTS FOR TERM UNITS:

This is a Semester Unit, students wishing to enter or exit after the end of term must have the change approved by the Academy Executive Leader and need to complete 50% of the assessment

ASSESSMENT CRITERIA FOR ASSESSMENT AND REPORTING OF STUDENT ACHIEVEMENT

Students will be assessed on the degree to which they demonstrate:

- an ability to respond critically to texts and logically justify viewpoint
- an ability to evaluate and synthesise material to make meaning
- imagination and originality
- competent and effective use of language for a range of purposes and audiences
- control of appropriate medium.

Attendance and Participation

It is expected that students will attend and participate in all scheduled classes/contact time/structured learning activities for the units in which they are enrolled, unless there is due cause and adequate documentary evidence is provided. Any student whose attendance falls below 90% of the scheduled classes/contact time or 90% participation in structured learning activities in a unit, without having due cause with adequate documentary evidence will be deemed to have voided the unit. However, the principal has the right to exercise discretion in special circumstances if satisfactory documentation is supplied.

Completion of Assessment Items

Students are expected to substantially complete and submit all assessment items. Exemption from an item and/or alternative assessment without penalty is available to students providing adequate documentary evidence. In order to meet the minimum assessment requirements of a unit, a student must substantially complete and submit at least 70% of the total assessment. However, the principal has the right to exercise discretion in the award of a grade or score in special circumstances where satisfactory documentation is supplied.

Late Submission of Assessment Items

4.3.10 Late Submission of Assessment Tasks (Non-Test Tasks) Students are encouraged to submit work on time as this is a valuable organisational skill and a key tenet of assessment condition standardisation. Students are also encouraged to complete work, even if it is late, as soon as possible after the due date. The following policy is to ensure equity for all students:

- All assessment tasks are expected to be submitted by the specified due time and date. Unless otherwise stipulated, the due time is 4.00pm for the physical submission of assessment and 11:59pm for the digital submission of assessment, on the due date.
- Unless there are exceptional circumstances, students must apply for an extension to the specified due date in advance, providing due cause and adequate documentary evidence for late submission.
- Where marks are awarded for assessment tasks, a late penalty will apply unless an extension is granted. The penalty for late submission is 5% of possible marks per calendar day late, including weekends and public holidays, until a penalty of 35% or the notional zero is reached. If an item is more than 7 days late, it receives the notional zero score (Refer to 4.3.11 Notional Zeros). Submission on weekends or public holidays may not be acceptable if a physical submission is required. This should be clearly stipulated to students.
- Where marks are not awarded, and a grade only is given for an assessment task, teachers will take into account the extent to which students have demonstrated their ability to complete and submit the task by the due date (taking into account any extensions granted) in awarding the grade.
- It may not be possible to grade or score work submitted late after marked work in a unit has been returned to other students. Work not submitted by the time marked work is returned to other students may be declared as 'Not submitted'. Students should be made aware in writing if this will be less than 7 days after the due date and any granted extensions. The policy is to be stated on assessment tasks and drawn to the attention of students.

Notional Zeros

Where students fail to hand in assessment items for which marks are awarded, they will be awarded a notional zero for that assessment item. The notional zero will be a score, which lies between 0.1 of a standard deviation below the lowest genuine score for that item and zero. Note: if the lowest genuine score is zero, the notional zero is zero.

Cheating and Dishonest Practice

The integrity of the College’s assessment system relies upon all involved acting in accordance with the highest standards of honesty and fairness. Plagiarism is the copying, paraphrasing or summarising of work, in any form, without acknowledgement of sources, and presenting this as a student’s own work. Examples of plagiarism could include, but are not limited to:

- submitting all or part of another person’s work with/without that person’s knowledge
- submitting all or part of a paper from a source text without proper acknowledgement
- copying part of another person’s work from a source text, supplying proper documentation, but leaving out quotation marks
- submitting materials which paraphrase or summarise another person’s work or ideas without appropriate documentation
- submitting a digital image, sound, design, photograph or animation, altered or unaltered, without proper acknowledgement of the source.

Right to Appeal

The ACT system operates a hierarchy of reviews and appeals:

- Student seeks review from teacher regarding assessment task mark/grade, unit score, unit grade, course score
- Student seeks review from head of department, if required following review by teacher
- Student appeals to her/his college principal for a review of college assessment relating to assessment task grade/mark, unit grade, unit score, course score, penalty imposed for breach of discipline in relation to assessment
- Student, who has been through the college appeal process, may appeal to the Board against the college procedures by which the appeal decision was reached.

Further information on relevant BSSS policies can be found here:

http://www.bsss.act.edu.au/data/assets/pdf_file/0004/479803/P_and_P_Manual_2021_v3.pdf

Unit Schedule Semester 1 2021: 11 T English Unit 1 – Communication of Meaning

Week	Dates	Content	General Info	Assessment	Weight	T E R M 1
1	1/2	What is accounting				
2	8/2					
3	15/2					
4	22/2					

5	1/3	<ul style="list-style-type: none"> • Sole traders and limited companies • Case studies – Tesco, M & S • Accounting concept and principles • Accounting major statements 	Moderation Day 2/3				
6	8/3		Canberra Day 8/3				
7	15/3			Written Assignment	30%		
8	23/3						
9	29/3			Good Friday 2/4	Test	20%	
Holidays 5 April – 18 April							
10	19/4	<ul style="list-style-type: none"> • Balance sheet, income statement and cash flow statement • financial ratios • Ethics in accounting • Case studies 					
11	26/4		26/4 Anzac Day Holiday				T E R M 2
12	3/5						
13	10/5						
14	17/5			Written Assignment	30%		
15	24/5						
16	31/5			31/5 Reconciliation Day	Test	20%	
17	7/6			Exam Week			

18	14/6		14/6 Queen's Birthday			
19	21/6					
End of Term 2						