



Week	Week beg	Unit	Concepts/Inquiry Questions/Skills/Topics	School events and public holidays	Assessment Type	Assessment Due Date
1	T14/7	Computerised Accounting Package - MYOB	<ul style="list-style-type: none"> Introducing MYOB Creating Data Files The Chart of Accounts Tax Codes & GST Accounts The Card File Spend Money Receiving Money Reconciling Accounts Sales Customer Payment and Refunds Purchases Supplier Payments Reports Inventory Payroll 		In-class Assignment (120 mins - 2 x 60 mins) Criteria: Challenging Practical Applications	Week 10 Tues 15 September ACC102A period 2 Wed 16 September ACC102A period 1
2	20/7					
3	27/7			29/7 Interhouse Athletics		
4	3/8			4/8 Yr 10,11,12 Parent-Teacher Interviews		
5	10/8			10/8 Class Photos (11&12) 11/8 Class Photos (8-10) 12/8 Exhibition holiday 13/8 Pupil-free day		
6	17/8					
7	24/8			27/8 Co-curricular photo day - no assessment		
8	31/8			1/9, 2/9 QCST		
9	7/9			8/9 Yr 8 and 9 Parent-Teacher Interviews 9/9 Yr 12 block exams begin		
10	14/9			16/9 Year 12 block exams finish		
Mid Semester Vacation						
1 (11)	5/10	Spreadsheets and Accounting	<ul style="list-style-type: none"> Introduction to Microsoft Excel Good Spreadsheet Design Creating Financial Reports Ratio Analysis of Financial Reports using Formula Formatting Simple Functions Creating Charts 	No assessment permitted		
2 (12)	12/10			13/10 Immunisations 15/10 QCAT testing (½ day)	Test (60 mins)	Week 13 Fri 23 October ACC102A period 4
3 (13)	T20/10			19/10 Pupil-free day 22/10 Yr 9 QCAT testing (½ day) 23/10 Co-curricular photo day - no assessment	Criteria: Routine Practical Procedures	

4 (14)	26/10	Computerised Accounting Package - QuickBooks	<ul style="list-style-type: none"> • Introducing QuickBooks • Setting up files • Purchasing Inventory • Paying bills • Working with sales invoices • Recording payments from customers • Reporting on GST • Processing Payroll 	29/10 Yr 9 QCAT testing (½ day)	Folio of Work	Week 17
5 (15)	2/11					
6 (16)	9/11			10/11 Yr 12 Block exams begin		
7 (17)	16/11			16/11 Yr 11 block exams begin 18/11 Yr 12 blocks finish 20/11 Graduation 20/11 Last day for assessment Year 10		
8 (18)	23/11			25/11 Yr 11 blocks finish 27/11 Last day for assessment Years 8 & 9		
9 (19)	30/11	Alternative Program for Years 8 & 9 students commences Wednesday 2 December and concludes on Friday 11 th December. Instruction under the supervision of each Faculty will be delivered.				
10 (20)	7/12					

Folio of Work
Criteria:
Routine Practical
Procedures

Week 17
Wed 18
November
ACC102A
period 2