Foundation Accounting and Business

Year 10 elective subject — one semester

Foundation Accounting and Business (FAB) is a one semester elective course. This course is designed to provide an introduction to, and foundation knowledge for, the senior Accounting (General) subject in Years 11 and 12.

Foundation Accounting and Business students will be introduced to a range of business and accounting concepts. Topics covered include:

- business structures, such as sole trader, partnerships, companies
- introductory accounting concepts
- the principles of double entry accounting
- computerised accounting
- preparation of accounting records — General journal
- analysis and interpretation of financial records and reports.

Skills developed from this course include: analysis, evaluation, communication, problem solving, and use of Microsoft Office and MYOB applications relevant to business and accounting contexts.

Assessment

Students are assessed through examinations.

Prerequisites/Recommendations for success

There are no prerequisites but satisfactory levels of literacy, numeracy and computer skills are recommended for the successful completion of this course.

Requirements/Resources

Equipment

- Delivery of lessons requires a computer headset and microphone

Software

- Windows 7 or higher
- Microsoft Word and Excel 2010 or higher
- MYOB student version will need to be installed (no cost).