

**NEW ZEALAND INSTITUTES OF TECHNOLOGY AND POLYTECHNIC  
QUALIFICATIONS IN INFORMATION & COMMUNICATIONS TECHNOLOGY**

**PRESCRIPTION: BS370 ACCOUNTING INTRODUCTION**

AIM OF MODULE:	To introduce students to basic accounting terminology, concepts and techniques.
CREDITS:	5
STUDENT LEARNING HOURS:	50
CONTENT REVISED:	2002
PRESCRIPTION EXPIRY DATE:	November 2013

**Level and Assessment Schedule**

TOPICS	Highest Skill Level				Suggested Assessment Percentage
	R	C	A	P	
1. Accounting, terms and concepts		*			30
2. Source documents and journals			*		50
3. Journals, ledger and trial balance			*		20
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					100
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## LEARNING OUTCOMES

The student will:

- |   |   |  |
|---|---|--|
| C | 1 | Understand the purpose of accounting and identify accounting terms and concepts.         |
| A | 2 | Process simple business transactions from source documents to journals.                  |
| A | 3 | Using prepared journals, process individual ledger accounts and prepare a trial balance. |

## CONTENT

### 1 ACCOUNTING, TERMS AND CONCEPTS

- Describe the objectives of accounting. The importance of accurate records and appropriate systems
- Identify source documents and appropriate journals
- Understand the accounting equation and its expanded components (A, E, L, R, OE)
- Illustrate the effect of transactions on the expanded accounting equation
- Understand the double entry concept

### 2 SOURCE DOCUMENTS AND JOURNALS

- Process entries in general journal (including GST)

### 3 JOURNALS, LEDGER AND TRIAL BALANCE

- Process prepared journals to individual ledger accounts
- Prepare a trial balance

## NOTES

- Tutors do not need to show the use of specialised journals.
- Transactions should be kept simple and relate to sole traders.