

ACCOUNTANCY TRAINING AND EDUCATION CENTRE (ATEC)

COURSE OUTLINE



PROGRAMME: FIA
DURATION: September - November 2018
DAY(S): Mondays & Wednesdays
MODE: Full Time
COMPONENT: FA1 - Recording Financial Transactions
LECTURER: Desmond Lum York
CAMPUS: Champs Fleurs

Lecture Number	Lecture Day & Date		Time	Hrs	Cum Hrs	Lecture Topic (s)	No./ Type of Session	Important Concepts/ Ideas to know/ Learning Outcomes	Expected Reading	Other Matters	Questions	Items Due For Next Class
1	Mon	10-Sep-18	1:00pm - 3:00pm	2	2	Business Transactions & Documentation including sales tax and discounts	1 Lt	Be able to explain & understand different types of business transactions & their documentation, types of Discounts & Sales Tax	Chap 1	The Data protection Act	Question Bank Q's 1,2,15,44 & 45	Chap 2 Rev Kit Q's 1-8
2	Wed	12-Sep-18	9:30am - 11:30am	2	4	Assets, Liabilities & the Accounting equation	1 Lt	Be able to explain & understand the Business Entity concept, Assets & Liabilities & the Accounting Equation	Chap2	Be familiar with Debits and credits	Question bank Q's 3 & 4	Chap 3 Rev Kit Q's 9-15
3	Mon	17-Sep-18	1:00pm - 3:00pm	2	6	Books of Prime Entry & Capital vs Revenue Expend.	1 Lt	Explain the treatment of and differentiate between Capital & Revenue Expenditure and the books of Prime Entry	Chap 3	Sales & Purchases Daybooks	Question Bank Q 5 & Rev Kit Q's 15 -19	Chap 3 Rev kit Q's 16 - 21
4	Wed	19-Sep-18	9:30am - 11:30am	2	8	Recording, Summarising & Posting Transactions	1 Lt	Understand the duality of transactions and how to post from the books of prime entry to the general ledger	Chap 3	Computerised accounting Packages	Question Bank Q's 6,7,8 & 42	Chap4 Rev Kit Q's 22-37
Mon		24-Sep-18				REPUBLIC DAY - NO CLASS						
5	Wed	26-Sep-18	9:30am - 11:30am	2	10	Recording, Summarising & Posting Transactions	1 Lt	Understand the duality of transactions and how to post from the books of prime entry to the general ledger	Chap 3	Computerised accounting Packages	Question Bank Q's 6,7,8 & 42	Chap4 Rev Kit Q's 22-37
6	Mon	1-Oct-18	1:00pm - 3:00pm	2	12	Mini Mock; Case Study - Double Entry posting to G.L. & Extraction of a T.B.	1 Lt	Be able to post double entries to the G.L. and extract a T.B.	Chap 4	Double entry rules	Question Bank Q's 9, 10, 11,12 & 23	Chap 4 Rev Kit 38 - 46
7	Wed	3-Oct-18	9:30am - 11:30am	2	14	Basic Financial Statements of a soletrader	1 Lt	Learn and prepare basic Income Statements and Statements of Financial Position of a soletrader from a T.B.	Chap 4	Handout Q's to be done in class	Question Bank Q 49	Chaps 5 & 6
8	Mon	8-Oct-18	1:00pm - 3:00pm	2	16	Errors	1 Lt	Understand the purpose of the T.B. and their relationship to errors & their correction	Chap 4	The General journal	Question Bank Q's 9, 10, 11,12 & 23	Chap 4 Rev Kit 38 - 46
9	Wed	10-Oct-18	9:30am - 11:30am	2	18	Receiving, Checking and Banking monies received	1 Lt	Appreciate the internal controls surrounding receipts of monies and their timely deposit	Chaps 5 & 6		Question bank Q's 13, 14 & 46	Chap 7, 8 & 9 Rev Kit 2.1 - 2.15
10	Mon	15-Oct-18	1:00pm - 3:00pm	2	20	Recording and authorising receipts and payments of cash	1 Lt	Appreciate the authorising of payments, be able to write up the 3 Column Cash Book and post to the ledger	Chaps 7, 8 & 9	Handout Q to be done in class	Question bank Q's 16,17 & 18	Chap 10 Rev Kit 2.16 - 2.29

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11	Wed	17-Oct-18	9:30am - 11:30am	2	22	Recording and controlling petty cash through the Imprest system	1 Lt	Understand how the imprest system works and be able to write up the petty cash book and post to the ledger	Chap 10	Hand out for class work	Question bank Q's 19 & 47	Chap 11 Rev Kit 2.30 - 2.35
12	Mon	22-Oct-18	1:00pm - 3:00pm	2	24	The bank reconciliation procedure and preparation	1 Lt	Be able to update the cashbook and prepare a bank reconciliation and appreciate its significance as an internal control to prevent and detect error and fraud	Chap 11		Question bank Q's 20 - 29	Chap 12 & 13 Rev Kit 2.36 - 2.42
13	Wed	24-Oct-18	9:30am - 11:30am	2	26	Mock Exam: The Receivables Ledger and the Receivables Control Account	1 Lt	Understand the relationship between the Receivables Control A/C and the memorandum Receivables ledger including how they are written up	Chap 12 & 13		Question Bank Q's 30, 43, 31, 41, 47 & 48	Chap 14 & 15 Rev Kit 3.1 - 3.7
14	Mon	29-Oct-18	1:00pm - 3:00pm	2	28	The Payables Ledger and the Payables Control Account	1 Lt	Understand the relationship between the Payables Control A/C and the memorandum Payables ledger including how they are written up	Chap 14 & 15		Question bank Q's 32, 33 & 35	Chap 16 Rev Kit 3.8 - 3.17
15	Wed	31-Oct-18	9:30am - 12:30am	3	31	Control accounts and their reconciliation to the Memorandum Ledger	1 Lt	Appreciate the significance of the Control Account as an Internal Control and be able to reconcile its balance to a listing total of the memorandum Ledger	Chap 16		Question bank Q's 34, 36, 37, 38 & 39	Chap 17 Rev Kit 3.18 - 3.20
16	Mon	5-Nov-18	1:00pm - 4:00pm	3	34	Payroll for Financial Accounting purposes	1 Lt	Be able to calculate and account for basic and overtime pay under time based, piecework, bonus & commission remuneration Schemes	Chap 17		Question Bank Q's 40 & 50	Rev Kit 4.1 - 4.11
17	Tues	6-Nov-18	9:30am - 12:30am	3	37	Mock Exam & Review		Mock Exam & Review				
18	Wed	7-Nov-18	9:30am - 12:30am	3	40	Mock Exam & Review		Mock Exam & Review				
19	Mon	12-Nov-18	9:30am - 12:30am	3	43	Mock Exam & Review		Mock Exam & Review				
20	Wed	14-Nov-18	9:30am - 11:30am	2	45	Mock Exam & Review		Mock Exam & Review				

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Key / Legend

Lt = Lecture T=Tutorial Lb = Lab EP = Exam Prep

Last Notes: SBCS reserves the right to make changes to the information contained herein. Any changes effected to the information contained herein will be made known to all students concerned via class announcement. It is thus the responsibility of the student to attend all classes and to keep abreast of matters should they be absent from any class session. Students are advised and encouraged to contact their fellow classmates for updates where class sessions have been missed.
Date syllabus last modified: July 2018