

ACCOUNTANCY TRAINING AND EDUCATION CENTRE (ATEC)

COURSE OUTLINE



PROGRAMME: FIA
DURATION: January - April 2019
DAY(S): Wednesdays
MODE: Part-Time
COMPONENT: FA1 - Recording Financial Transactions
LECTURER: Nanda Maharaj
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	Wed	23rd Jan 2019	5:30pm - 8:30pm	3.0	3.0	Business Organization and Accounting/ Management Information	1/LT	Functions of a Business/ Centralization and Decentralization/Double Entry BookKeeping/Books Prime Entry	Chapter 1 & 2	Home Assignment	MQ Questions	Chapter 3
2	Wed	30th Jan 2019	5:30pm - 8:30pm	3.0	6.0	Cost Units, Cost Classification and Behaviour/ Profit Reporting	2/ LT	Calculation of Cost per Unit, Direct and Indirect Cost/ Fixed, Variable and Semi Cost	Chapter 3	Question XYZ Ltd	MQ Questions	Chapter 4
3	Wed	6th Feb 2019	5:30pm - 8:30pm	3.0	9.0	Management Responsibility and Performance Measurement	3/LT	Cost, Profit and Investment Centres, Performance measurement and Labour Control Ratios	Chapter 4	Sample Questions	MQ Questions	Chapter 5
4	Wed	13th Feb 2019	5:30pm - 8:30pm	3.0	12.0	Management Responsibility and Performance Measurement	4/LT	Cost, Profit and Investment Centres, Performance measurement and Labour Control Ratios	Chapter 4	Sample Questions	MQ Questions	Chapter 5
5	Wed	20th Feb 2019	5:30pm - 8:30pm	3.0	15.0	Mock Test #1	5/LB	Mock Test #1				
6	Wed	27th Feb 2019	5:30pm - 8:30pm	3.0	18.0	Material Cost	6/LT	Recording of Material Cost/Calculation of Free Stock and Order Quantity/ Inventory Valuation, FIFO/LIFO/AVCO	Chapter 5	Question Delta	MQ Questions	Chapter 6
7	Wed	6th March 2019	5:30pm - 8:30pm	3.0	21.0	Labour Costs	7/LT	Recording Labour Costs/ Classifying Direct and Indirect Labour Cost and Calculation Labour Cost	Chapter 6	Sample Questions	MQ Questions	
8	Wed	13th March 2019	5:30pm - 8:30pm	3.0	24.0	Labour Costs	8/LT	Recording Labour Costs/ Classifying Direct and Indirect Labour Cost and Calculation Labour Cost	Chapter 6	Sample Questions	MQ Questions	Chapter 7

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9	Wed	20th March 2019	5:30pm - 8:30pm	3.0	27.0	Job/Batch and Process Costing	9/LT	Calculation cost per unit/profit using mark up and margin	Chapter 8	Sample Questions	MQ Questions	Chapter 9
10	Wed	27th March 2019	5:30pm - 8:30pm	3.0	30.0	Process Costing	10/LT	Calculation Basic Process Costing and Process Costing with Closing Work In Progress	Chapter 10	Sample Questions	MQ Questions	Chapter 11
11	Wed	3rd April 2019	5:30pm - 8:30pm	3.0	33.0	Mock Test #2	11/LB	Mock Test #2				
12	Wed	10th April 2019	5:30pm - 8:30pm	3.0	36.0	Spreadsheet	12/LT	Spreadsheet Application and producing graphs using Spreadsheet	Chapter 12 & 13	Lab	MQ Questions	Revision
13	Wed	17th April 2019	5:30pm - 8:30pm	3.0	39.0	Spreadsheet	13/LT	Spreadsheet Application and producing graphs using Spreadsheet	Chapter 1-13	Sample Questions	MQ Questions	Revision
14	Wed	24th April 2019	5:30pm - 8:30pm	3.0	42.0	Mock Test #3	14/LB	Mock Test #3				
15	Wed	1st May 2019	5:30pm - 8:30pm	3.0	45.0	Revision	15/EP	Review of all Learning Outcomes using Revision pack	Chapter 1-13	Sample Questions	MQ Questions	Revision

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: December 2018.