

ACCOUNTANCY TRAINING AND EDUCATION CENTRE (ATEC)

COURSE OUTLINE



PROGRAMME: FIA
DURATION: January - May 2020
DAY(S): Tuesdays
MODE: Part-Time
COMPONENT: FA 1- Recording Financial Transactions
LECTURER: Omatie Kumar-Rudra
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	Tue	21-Jan-20	5:30 pm - 8:30 pm	3	3	Business Transactions and Documentation	Lt	Business documents and business transactions. Sales and credit documents. Types of discounts and sales tax. Data protection Principles.	Chapter 1		Handout MCQ	attempt MCQs in Kit
2	Tue	28-Jan-20	5:30 pm - 8:30 pm	3	6	Assets, liabilities and the accounting equation 1	Lt	Introduction of accounting fundamentals. Assets and liabilities. Accounting Equation, accounts receivable and payable.	Chapter 2		Handout MCQ	attempt MCQs in Kit
3	Tue	4-Feb-20	5:30 pm - 8:30 pm	3	9	Assets, liabilities and the accounting equation 2	Lt	Capital and Revenue items. Understanding Double entry system	Chapter 2		Handout MCQ	attempt MCQs in Kit
4	Tue	11-Feb-20	5:30 pm - 8:30 pm	3	12	Recording, Summarising and Posting Transactions 1	Lt	Entering in Books of Prime entry and posting to the ledger.	Chapter 3		Handout MCQ	attempt MCQs in Kit
5	Tue	18-Feb-20	5:30 pm - 8:30 pm	3	15	Recording, Summarising and Posting Transactions 2	Lt	Understanding Control a/c and the Double entry system	Chapter 3	Long Quest.	Handout MCQ	attempt MCQs in Kit
Tue		25-Feb-20				CARNIVAL TUESDAY - NO CLASS						
6	Tue	3-Mar-20	5:30 pm - 8:30 pm	4	18	Completing ledger accounts and financial statements 1	Lt	Balancing off a/c . Trial Balance preparation	Chapter 4	Long Quest.	Handout MCQ	attempt MCQs in Kit
7	Tue	10-Mar-20	5:30 pm - 8:30 pm	3	3	Completing ledger accounts and financial statements 2	Lt	The Journal. Errors and Correction of errors	Chapter 4		Handout MCQ	attempt MCQs in Kit
8	Tue	17-Mar-20	5:30 pm - 8:30pm	3	24	Mock Exam 1 and Maintaining Petty Cash Records	Lt	Maintaining petty cash. Security, control over cash. The Imprest system and entries into the petty cash book including sales tax. Balancing the petty cash book. Understanding the petty cash and transactions	Chapter 10		Handout MCQ	attempt MCQs in Kit
9	Tue	24-Mar-20	5:30 pm - 8:30pm	3	27	Bank Reconciliation	Lt	Bank Reconciliation preparation and bank statement. Understanding unrepresented and uncleared cheques. Prepare a bank reconciliation statement	Chapter 11	Long Quest.	Handout MCQ	attempt MCQs in Kit

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10		31-Mar-20	5:30 pm - 8:30 pm	3	30	Sales, sales return and Receivables ledger	Lt	Sales and sales return day book. Entering transaction to the day books and posting to the ledger. The Receivables ledger and recording transactions. Aged analysis reports. Irrecoverable debts, allowance for receivables. Prepare financial documents to credit customers.	Chapter 12 ,13		Handout MCQ	attempt MCQs in Kit
11	Tue	7-Apr-20	5:30 pm - 8:30 pm	3	33	Purchases, purchase return and Payables ledger	Lt	Purchase and purchase return day books. Entering transactions and posting to the ledger. The payables ledger and recording suppliers accounts. Aged analysis reports. Contra entries. Prepare financial documents to credit suppliers	Chapter 14,15		Handout MCQ	attempt MCQs in Kit
12	Tue	14-Apr-20	5:30pm - 8:30pm	3	36	Control accounts 1	Lt	Control accounts. Entries into AR control and AP control. Understand and prepare Control Account reconciliations	Chapter 16		Handout MCQ	attempt MCQs in Kit
13	Tue	21-Apr-20	5:30 pm - 8:30 pm	3	39	Mock Exam 2		REVISION				
14	Tue	28-Apr-20	5:30 pm - 8:30 pm	3	42	LAB	Lt	REVISION				
15	Tue	5-May-20	5:30 pm - 8:30 pm	3	45	Recording Payroll transactions	Lt		Chapter 17		Handout MCQ	attempt MCQs in Kit

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: November 2019.