

**ACCOUNTANCY TRAINING AND EDUCATION CENTRE (ATEC)
COURSE OUTLINE**



PROGRAMME: FIA
DURATION: July - October 2022
DAY(S): Mondays & Fridays
MODE: Part Time
COMPONENT: FA1 - Recording Financial Transactions
LECTURER: Dexter Ali
CAMPUS: Online

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	25-Jul-2022	5:30 to 8:30 pm	3	3	Intro to Accounting & Bus. Docs	1 Lt	Define Accounting and Business transactions. Identify and explain the different documents used. Define, Identify and Calculate Sales Tax and Discounts.	Chapter 1			Chap 2
2	Fri	29-Jul-2022	5:30 to 8:30 pm	3	6	Assets, Liabilities & the Accounting Equation. Double Entry Book-keeping	2 Lt	Define and Identify Assets, Liabilities and Capital. Identifying Debits and Credits from Business Transactions and recording them into the ledger using the concepts of double entry.	Chapter 2		MCQs	Chap 4.1, 4.2, 4.3, 5, 7, 9
	Mon	1-Aug-2022			6			NO CLASS - EMANCIPATION				
3	Mon	8-Aug-2022	5:30 to 8:30 pm	3	9	Capital and Revenue Expenditure. Completing Ledger Accounts	3 Lt	Define and differentiate between Capital and Revenue Expenditure. Balance Ledger Accounts and Extract Trial Balance	Chap 4.1, 4.2, 4.3, 5, 7, 9			Chap 4.1, 4.2, 4.3, 5, 7, 9
	Mon	15-Aug-2022	5:30 to 8:30 pm		9			NO CLASS				
	Mon	22-Aug-2022	5:30 to 8:30 pm		9			NO CLASS				
4	Mon	29-Aug-2022	5:30 to 8:30 pm	3	12	Completing Ledger Accounts	4 Lt	Identify the types of balances of Assets, Liabilities, Capital, Sales Tax, Discounts, Expenses, Irrecoverable Debts. Prepare Inc Statement and Statement Financial Position	Chap 4.1, 4.2, 4.3, 5, 7, 9	Extensive Questions to cover all Topics done so far		Chap 3, 12, 14
5	Fri	2-Sep-2022	5:30 to 8:30 pm	3	15	Books of Original Entry	5 Lt	Identify Books of Original Entry and when they should be used. Posting from the books to the ledger account.	Chap 4.4		MCQs	
6	Mon	5-Sep-2022	5:30 to 8:30 pm	3	18	Errors and Extended T/B	6 Lt	Define, Identify and Correct errors with use of Journals (Inclusive of Suspense Acct entries). Adjust the Trial Balance with Journal Entries.		Exercise to test all topics done thus far.		Chap 13, 15
7	Mon	12-Sep-2022	5:30 to 8:30 pm	3	21	Receivables and Payables Ledger	7 Lt	Explain the use of Aged Analysis Reports and SubLedgers. Maintenance of Sub-Ledgers. Define contra entry and settle balances with the use of Contra Entries.	Chap 13, 15			Chap 16
8	Mon	19-Sep-2022	5:30 to 8:30 pm	3	24	Control Accounts	8 Lt	Explain the use of control accts relating them to Sub-Ledgers. Perform a control acct reconciliation stating the purpose of doing so.	Chap 16		MCQs	Chap 10

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9	Fri	23-Sep-2022	5:30 to 8:30 pm	3	27	Petty Cash	9 Lt	Explain the purpose of Petty Cash, Security and Controls over cash. Enter transactions into PC Book and explain the Imprest system and how to top up the petty cash.	Chap 10			Chap 17
	Mon	26-Sep-2022			27			No Class				
10	Fri	30-Sep-2022	5:30 to 8:30 pm	3	30	Payroll	10 Lt	Define Payroll and Payroll terms such as gross pay, commissions etc. Identify documents and Explain the requirements of Payroll processing. Calculate Gross and Net Pay. Enter Payroll into the Ledger Accts.	Chap 17			Chap 5, 6 & 8
11	Mon	3-Oct-2022	5:30 to 8:30 pm	3	33	Dealing with Cash Transactions and Computerized Accounting	11 Lt	Explain how businesses deal with security of, receipts and payments of cash. Explain different ways a business may make payments. Explain the relationship a business has with its bank. Link Computerized Accounting to Manual Accounting (Coding system included). State advantages and disadvantages of Computerized Accounting.	Chap 5, 6, 8	Class Discussion		Chap 11
12	Mon	10-Oct-2022	5:30 to 8:30 pm	3	36	Bank Reconciliations	12 Lt	Define Bank Recon. Explain purpose of bank recon and reasons for bank recon. Perform a bank reconciliation.	Chap 11			Revision of all topics
13	Mon	17-Oct-2022	5:30 to 8:30 pm	3	39	MCQ Practice	EP	Resolve any queries from Semester through MCQs and Q & A	Revision of all topics		MCQs	Revision of all topics
14	Fri	21-Oct-2022	5:30 to 8:30 pm	3	42	MCQs	EP	Mock Exam				
15	Mon	24-Oct-2022	5:30 to 8:30 pm	3	45	MCQ Practice	EP	Correction of Mock Exam	Revision of all topics		MCQs	Review Mock Exam

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 email. 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 review the recordings for updates where class sessions have been missed.

Date syllabus last modified: June 2022.