

ACCOUNTANCY TRAINING AND EDUCATION CENTRE (ATEC)

COURSE OUTLINE



PROGRAMME: FIA
DURATION: July - December 2023
DAY(S): Mondays & Thursdays
MODE: Full Time (Face to Face)
COMPONENT: FA2 - Maintaining Financial Records
LECTURER: Dexter Ali
CAMPUS: Champ 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	24-Jul-23	9:00am - 12:00pm	3.0	3.0	Assets, Liabilities and Accounting Equation	1/LT	Identifying Assets, Liabilities and Capital. Accounting and Business Equation/Capital and Revenue Expenditure	Chapter 1	Question sheet	MCQ's Assets, Liabilities, Capital, Accounting & Business Equation	Chapter 2
2	Mon	31-Jul-23	9:00am - 12:00pm	3.0	6.0	Trial Balance	2/LT	Extracting Trial Balance and Preparation of Financial Statements	Chapter 4	Question sheet	MCQ's Trial Balance and Errors	Chapter 5
3	Thu	03-Aug-23	12:30pm - 3:30pm	3.0	9.0	Accounting Concepts and Convention/ Capital and Revenue Expenditure	3/LT	Knowledge and application of various accounting concepts and conventions	Chapter 5	Question sheet	MCQ's Accounting Concepts and Capital and Revenue Expenditure	Chapter 6
4	Mon	07-Aug-23	9:00am - 12:00pm	3.0	12.0	Control Accounts	4/LT	Receivables and Payables Control Accounts formats and questions	Chapter 6	Question Exports Co	MQ Question Sheet	Chapter 7
5	Mon	14-Aug-23	9:00am - 12:00pm	3.0	15.0	Control Accounts	5/LT	Receivables and Payables Control Accounts and errors affecting Control and Receivables Accounts	Chapter 6	Question April Showers and Haldane Co	MQ Question Sheet	Chapter 7
6	Thu	17-Aug-23	12:30pm - 3:30pm	3.0	18.0	Mock Exam	6/LB	Mock Exam	Chapters 1 to 6	MCQ's scheduled on moodle	MQ Question Sheet	
7	Mon	21-Aug-23	9:00am - 12:00pm	3.0	21.0	Bank Reconciliation	7/LT	Preparation of Bank Reconciliation Statement and errors affecting Cash Book	Chapter 6	Question Sheet	MQ Question Sheet	Chapter 7
8	Thu	24-Aug-23	12:30pm - 3:30pm	3.0	24.0	Accruals and Prepayments	8/LT	Accounts of Expenses and additional Income with Accruals and Prepayments	Chapter 7	Question Sheet	MQ Question Sheet	Chapter 7
9	Mon	28-Aug-23	9:00am - 12:00pm	3.0	27.0	Trade Receivables and Allowance for Receivables	9/LT	Calculation of Allowance for Receivables, Irrecoverable debt, Net Trade Receivables	Chapter 7	Question Sheet	MQ Question Sheet	Chapter 8
10	Mon	04-Sep-23	9:00am - 12:00pm	3.0	30.0	Cost of Goods Sold and Inventory	10/LT	Calculation of Cost of Goods Sold and the Valuation of Inventory using FIFO, LIFO and Cumulative Average Method	Chapter 9	Question sheet	MQ Question Sheet	Chapter 9
11	Thu	07-Sep-23	12:30pm - 3:30pm	3.0	33.0	Cost of Goods Sold and Inventory	11/LT	Calculation of Cost of Goods Sold and the Valuation of Inventory using FIFO, LIFO and Cumulative Average Method	Chapter 9	Question sheet	MQ Question Sheet	Chapter 9
12	Mon	11-Sep-23	9:00am - 12:00pm	3.0	36.0	Non-Current Asset	12/LT	Calculation of Depreciation and Disposal of Non Current Asset	Chapter 9	Question sheet	MQ Question Sheet	Chapter 10
13	Thu	14-Sep-23	12:30pm - 3:30pm	3.0	39.0	Mock Exam & Non-Current Asset	13/LT	Calculation of Depreciation and Disposal of Non Current Asset	Chapter 9	Question sheet	MQ Question Sheet	Chapter 10
14	Mon	18-Sep-23	9:00am - 12:00pm	3.0	42.0	Accounts of Sole Trader	14/LT	Preparation of Financial Statements of Sole Trader	Chapter 10	Question sheet	MQ Question Sheet	Chapter 11
15	Thu	21-Sep-23	12:30pm - 3:30pm	3.0	45.0	Incomplete Records	15/LT	Preparation of Financial Statements from Incomplete Records. Understanding Markup and Margin Concept	Chapter 12	Question sheet	MQ Question Sheet	Chapter 13

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16	Mon	02-Oct-23	9:00am - 12:00pm	3.0	48.0	Extended Trial Balance	13/LT	Adjustments to Accounts and Preparation of Financial Statements using Extended Trial Balance	Chapter 11	Question sheet	MQ Question Sheet	Chapter 12
17	Thu	05-Oct-23	12:30pm - 3:30pm	3.0	51.0	Partnership	17/LT	Appropriation and Current Accounts of Partnership. Admission and Goodwill of Partnership	Chapter 13	Question sheet	MQ Question Sheet	Revision
18	Mon	09-Oct-23	9:00am - 12:00pm	3.0	54.0	Partnership	18/LT	Appropriation and Current Accounts of Partnership. Admission and Goodwill of Partnership	Chapter 13	Question sheet	MQ Question Sheet	Revision
19	Thu	12-Oct-23	12:30pm - 3:30pm	3.0	57.0	Mock Exam	19/LB	Bank Reconciliation, Accruals, Prepayments, Receivables, Depreciation, Partnership, Incomplete records	Chapters 6 to 13	MCQ's scheduled on moodle	MCQ Question Sheet	
20	Mon	16-Oct-23	9:00am - 12:00pm	3.0	60.0	Revision	20/EP	Revision of all learning outcomes	Chapters 1 to 13			

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: June 2023