

ACCOUNTANCY TRAINING AND EDUCATION CENTRE (ATEC)

COURSE OUTLINE



PROGRAMME: ACCA
DURATION: July - December 2023
DAY(S): Mondays & Wednesdays
MODE: Part Time (Online)
COMPONENT: FA2 - Maintaining Financial Records
LECTURER: Nanda Maharaj
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 Outcome	Expected Reading	Other Matters	Questions	Items Due For Next Class
1	Mon	July 24, 2023	5:30pm - 8:30pm	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	July 31, 2023	5:30pm - 8:30pm	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	Wed	August 2, 2023	5:30pm - 8:30pm	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	August 7, 2023	5:30pm - 8:30pm	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	Wed	August 9, 2023	5:30pm - 8:30pm	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	Mon	August 14, 2023	5:30pm - 8:30pm	3.0	18.0	Mock Exam	6/LB	Mock Exam	Chapters 1 to 6	MCQ's scheduled on moodle	MQ Question Sheet	
7	Wed	August 16, 2023	5:30pm - 8:30pm	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	Mon	August 21, 2023	5:30pm - 8:30pm	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	Wed	August 23, 2023	5:30pm - 8:30pm	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	August 28, 2023	5:30pm - 8:30pm	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	Wed	August 30, 2023	5:30pm - 8:30pm	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	September 4, 2023	5:30pm - 8:30pm	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	Wed	September 6, 2023	5:30pm - 8:30pm	3.0	39.0	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	September 11, 2023	5:30pm - 8:30pm	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

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15	Wed	September 13, 2023	5:30pm - 8:30pm	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
16	Mon	September 18, 2023	5:30pm - 8:30pm	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	Mon	October 2, 2023	5:30pm - 8:30pm	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	October 9, 2023	5:30pm - 8:30pm	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	Mon	October 16, 2023	5:30pm - 8:30pm	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	October 23, 2023	5:30pm - 8:30pm	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: SBSCS 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