

Accounting(A Level)

Topic	Syllabus	Virtual Enterprise Application
<p>1) Book-keeper/Account Clerk</p> <p><i>Topic 1</i> Books of accounts & records</p>	<ul style="list-style-type: none"> - 1.2 Books of original entries - 1.3 Ledger - 1.4 Trial balance - 1.5 Correction of error - 1.6 Bank reconciliation statement 	<p><i>Purpose</i> Handle full set of books</p> <p><i>Student Profile</i> 5 students in group(F.4 Semester II or F.6 Semester I)</p> <p>Step 1 Trading documents preparation</p> <ul style="list-style-type: none"> - Purchases Invoices - Return Invoices - Delivery - Notes - Cheques - Pay-in-slip - Journal - Bank statements <p>Step 2 Put all data in date book</p> <p>Step 3 Balance off all the account & post all the figures into ledger using computer program</p> <p>Step 4 Prepare trial balance at the end of period</p> <p>Step 5 Prepare bank reconciliation statement to get the differentiate among cash book balance & bank statement balance</p> <p><i>Methodology</i></p>

		<ul style="list-style-type: none">- Demonstration- Workshop- Guided discovery <p><i>Assessment</i></p> <ul style="list-style-type: none">- Recognition of trading documents- Handle full set of books <p><i>Suggested no. of hours</i></p> <ul style="list-style-type: none">- 2 hours briefing- 2 hours workshop- 2 hours review
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<p>2) Audit Trainee</p> <p><i>(Topic 2</i> Preparation of final accounts</p> <p><i>Topic 3</i> Some specialised form of accounts</p> <p><i>Topic 4</i> Partnership accounts</p> <p><i>Topic 7</i> Accounting theory)</p>	<ul style="list-style-type: none"> - 2.3 Incomplete records - 3.1 Receipts & payments accounts - 3.2 Bills of exchange - 3.3 Joint Venture accounts - 3.4 Consignment Accounts - 3.5 Manufacturing Accounts - 3.6 Hire Purchase Accounts - 3.7 Branch Account - 4 Partnertship accounts (Record the changes in value of asset) - 5 Limited Liability Company - 7.1 Functions of accounting & its interested parties - 7.2 Accounting principles - 7.3f Define extraordinary gains and losses - 8.1b Discuss the questions of measurement of cost of fixed assets with examples of additions, improvements, replacements & repairs of assets 	<p><i>Purpose</i> Prepare Accountants' Report</p> <p>Understand of six rules for auditing</p> <ul style="list-style-type: none"> - Approval - Completeness - Ownership - Materiality - Validity - Existence <p><i>Student Profile</i> F.6 Semester II or F.5 Semester I)</p> <p>Checking list is provided for students and materials are provided by partners firm if possible. Students are form as a team to audit company accounts.</p> <p><i>Methodology</i></p> <ul style="list-style-type: none"> - Guided discovery - Real Practice <p><i>Assessment</i></p> <ul style="list-style-type: none"> - Clean report prepared - All working papers <p><i>Suggested no. of periods</i></p> <ul style="list-style-type: none"> - 4 hours briefing - 6 hours practice - 3 hours review

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<p>3) Decision Maker</p> <p>(Topic 2 Preparation of final accounts</p> <p>Topic 4 Partnership Accounts</p> <p>Topic 5 Accounts of a limited liability company</p> <p>Topic 6 Analysis & interpretation of financial statement</p> <p>Topic 7 Accounting theory)</p>	<ul style="list-style-type: none"> - 2.1c Draw up trading & profit & loss accounts - 2.1d Draw up a balance sheet - 4.1I Prepare partnership final account - 5.1I Prepare profit & loss statements & balance sheets & the relevant notes which comply with the requirements of company ordinance - 6.1 Statement of changes in financial position - 6.2 Accounting ratio - 7.1 Functions of accounts & its interested parties 	<p><i>Purpose</i> Decision making for accounting</p> <p><i>Student Profile</i> F.7 Students – Semester I (Individual project)</p> <p>Case study is prepared for students to do. For example, Analysing company's problems together with recommendations for change & improvement for the future. An individual report has to be handed in.</p> <p><i>Methodology</i></p> <ul style="list-style-type: none"> - Project - Case study <p><i>Assessment</i></p> <ul style="list-style-type: none"> - Problem solving - Analysing and decision making - Presentation skills - Mathematical techniques <p><i>Suggested no. of hours</i></p> <ul style="list-style-type: none"> - 2 hours for seminar - 1 hour for review

Total hours occupied: 22 hours

Continuous assessment to let students familiar with practical experience in accounting related field

