

ACCOUNTS SYLLABUS – FORM 3 – 2009-2010

AIMS: The syllabus aims to develop:

1. an understanding of the nature and purpose of accounting in business and non-profit making organizations, and the principles on which accounting is based;
2. an awareness of the use of accounting as an aid to elementary decision making;
3. an ability to assess the financial position of an organization from the final accounts.

OBJECTIVES: The main objectives are:

1. To demonstrate a knowledge and understanding of accounting terminology, principles, procedures and techniques and the limitations of accounting information;
2. to apply accounting knowledge and understanding to assemble and classify accounting data in a variety of situations and use it to solve problems;
3. to select, organize, interpret and use information from various sources to analyse problems and issues;
4. to evaluate accounting information to make reasoned judgements and present conclusions accurately, logically and appropriately.

SOURCE : Business Accounting 1 – 10th Edition- Frank Wood and Alan Sangster.

FIRST TERM

Chapter1: *The Accounting Equation and the Balance Sheet, including accounting terminologies, pp. 3-17.*

Chapter 2: *The Double Entry System for assets, liabilities and capital, pp. 18-27.*

Chapter 3: *The Asset of Stock i.e. transactions related to Purchases, Sales, Returns Inwards and Returns Outwards, pp. 28-37.*

Chapter 4: *Expenses and Revenues i.e. transactions related to rent, wages, advertising, discounts allowed etc and also rent received, discount received etc., pp. 38-48.*

Chapter 5: *Balancing off accounts, including also computerized accounts, pp. 49-56.*

Chapter 6: *The Trial balance, pp. 57-68.*

SECOND TERM

Chapters7/8/9: *The Final Accounts i.e. The Trading and Profit and Loss Account and the Balance Sheet using both horizontal and vertical formats, pp. 71-103.*

Chapter 10: *Accounting Concepts (Theory), pp. 104-115.*

Chapter 11: *The Books Of Original Entry; types of accounts and different ledgers (Theory), pp. 119-124.*

Chapter 12: *The Banking System i.e. fixed deposit account, current account etc. (theory), pp. 125-135.*

Chapter 13: *Cash Books* i.e. Two-Column and Three-column Cash Books pp.136-152.

Chapter 14: *The Sales Journal and the Sales ledger*, pp.153-161.

THIRD TERM

Chapter 15: *The Purchases Journal and the Purchases Ledger*, pp. 162-167.

Chapter 16: *The Returns Journals*, including related documents for credit notes and debit notes, pp. 168-179.

Chapter 17: *Introduction to the Journal* – format and uses, pp. 180-190.

Chapter 18: *The Petty Cash Book*; the Imprest System and Petty Cash Vouchers used pp. 191-199.

Chapter 19: *Value Added Tax (Vat)*, pp. 200-217.

Assessment scheme:

When	Criteria	Marks
November Test	Class test	50
November Assessment	Class work	4
	Homework	3
	Presentation of file (notes)	3
Mid-Year Exam	Exam	100
Mid-Year Assessment	Class work	8
	Homework	6
	Presentation of file (notes)	6
Annual Exam	Exam	100
Annual Assessment	Class work	8
	Homework	6
	Presentation of file (notes)	6