

ACCOUNTS SYLLABUS – FORM 4 2009-2010

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

FIRST TERM

- Chapter 5: *Computerised accounts*, pp. 53-56.
 Chapter 17: *The Journal*, pp. 180-190.
 Chapter 32: *Errors not affecting Trial Balance agreement*, pp. 378-385.
 Chapter 33: *Suspense accounts and Errors*, pp. 386-403.
 Chapter 19: *Value Added Tax (VAT)*, pp. 200-217.
 Chapter 22/23: *Computers and Accounting and systems, (theory)*, pp. 234-255.

SECOND TERM

- Chapter 24: *Capital Expenditure and Revenue Expenditure*, pp. 259-268.
 Chapter 25: *Bad Debts, Bad Debts Provision and Bad Debts Revovered*, pp. 269-283.
 Chapter 26: *Deprecition of Fixed Assets: Nature and calculations*, pp. 284-293.
 Chapter 27: *Double Entry Records for Depreciation, including disposal of fixed assets*, pp. 294-314.
 Chapter 28: *Accruals and Prepayments*, pp. 315-330.

THIRD TERM

- Chapter 28: *Adjustments to Final Accounts*, pp. 331-335
 Chapter 30: *Bank Reconciliation Statements*, pp. 351-363.
 Chapter 31: *Control Accounts*, pp. 364-377.
 Chapter 41: *Partnership Accounts: An introduction*, pp. 515-532.

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