

**IMMACULATE CONCEPTION HIGH SCHOOL**

**GRADE & SUBJECT:** 11 Principles of Accounts

**TEACHER:** Ewen-Cole, Pitterson, Lambert

**PERIOD:** September – December 2022 (Christmas Term)

**DEPARTMENT:** BUSINESS

<b>WEEKS</b>	<b>TOPICS</b>	<b>LEARNING OUTCOMES</b>	<b>ASSESSMENT **</b>
		<b>Students should be able to:</b>	
1 Sept 4 - 8	(1) Review of End of Year exam (2) School Based Assessment	1. The EOYE paper will be discussed and issues identified will be resolved. 2. Discussion of SBA requirements	Class discussions
2 Sept 11 - 15	1. Ratio Analysis	1. Discuss various ratio analysis 2. Calculate various ratios analysis 3. Calculate various ratios analysis	Past Paper Questions on Ratio Analysis.
3 Sept 18 - 22	(1) End of period adjustments	1. Explain accounting concepts that relate to adjustments 2. explain why adjustments are made to financial statements 3. prepare journal entries/ 'T' accounts for accrued expenses and revenues 4. prepare journal entries/ 'T' accounts for prepaid expenses and revenues	Class activity and assignments to prepare expenses and prepaid accounts
4			

Sept 25 - 29	(1) End of period adjustments	<ol style="list-style-type: none"> <li>prepare journal entries/ 'T' accounts for prepaid expenses and revenues</li> <li>explain the reason for bad debts</li> </ol>	<p><b>Graded class work</b> on accruals and prepayments</p> <p>Class activities on adjustments</p>
5 Oct 2 - 6	(1) End of period adjustments	<ol style="list-style-type: none"> <li>prepare journal entries and ledger accounts to write off bad debts and create provision for doubtful debts</li> <li>explain the nature of depreciation</li> </ol>	Class activity and assignments
6 Oct 9 - 13 (Mid-term)	(1) End of period adjustments	<ol style="list-style-type: none"> <li>calculate annual depreciation expenses using straight line method and reducing balance method</li> <li>Prepare financial statements after adjustments</li> </ol>	<p><b>Graded homework</b> on bad debt and provision for bad debt</p> <p>Class activity and assignments</p>
7 Oct 16 - 20 (Mid-term)	<ol style="list-style-type: none"> <li>End of period adjustments</li> <li>Control Systems</li> </ol>	<ol style="list-style-type: none"> <li>distinguish between capital expenditure and revenue expenditure</li> <li>explain the need for control systems</li> <li>identify common control systems</li> <li>distinguish between error which does not affect the trial balance</li> <li>prepare journal entries for the correction of errors</li> </ol>	Class activities on correction of errors
8 Oct 23 - 27	Sixth Week Test	<ol style="list-style-type: none"> <li>Sixth Week Test</li> </ol>	Test
9 Oct 30 - Nov 3	<ol style="list-style-type: none"> <li>Control systems – suspense accounts</li> <li>Control systems – control accounts</li> </ol>	<ol style="list-style-type: none"> <li>distinguish between error which affect the trial balance</li> <li>prepare journal entries for the correction of errors</li> </ol>	Class activity and assignments

		<ol style="list-style-type: none"> <li>3. explain the need for suspense accounts</li> <li>4. construct suspense accounts Prepare journals and suspense accounts</li> <li>5. construct a statement of revised profits after the correction of errors</li> </ol>	
<p style="text-align: center;">10 Nov 6 - 10</p>	Control systems – control accounts	<ol style="list-style-type: none"> <li>1. explain the purposes of control accounts and how they are prepared</li> <li>2. identify sources of information for entries made in control accounts</li> <li>3. construct sales and purchases ledger control accounts</li> <li>4. explain the significance of the balances on control accounts</li> </ol>	Class activity and assignments
<p style="text-align: center;">11 Nov 13 - 17</p>	Partnership	<ol style="list-style-type: none"> <li>1. Define a partnership account</li> <li>2. State the features of a partnership</li> <li>3. Outline reasons for establishing a partnership</li> <li>4. Explain features of a partnership agreement</li> <li>5. Prepare journal and ledger entries to record the capital of partnership</li> <li>6. Prepare appropriation account</li> </ol>	<b>Graded homework</b> on control accounts
<p style="text-align: center;">12 Nov 20 - 24</p>	Partnership	<ol style="list-style-type: none"> <li>1. Prepare appropriation account</li> <li>2. Prepare capital and current account of partners</li> <li>3. Explain significances of the balance brought down on the partners current account</li> <li>4. Prepare Trading, Profit and Loss Appropriation Account and Balance</li> </ol>	Class activity and assignments

		Sheet	
13 Nov 27 - Dec 1	Limited Liability Company	<ol style="list-style-type: none"> <li>1. Identify the features of Limited Liability Company</li> <li>2. Explain the types of Limited Liability Company</li> <li>3. Describe the various methods of raising capital</li> <li>4. Identify the various types of shares and the rights of the owner of each type of shares</li> <li>5. Prepare journal records to show the issue of shares and debentures</li> </ol>	Class activity and assignments
14 Dec 4 - 8	Sixth Week Test	Sixth Week Test	Test
15 Dec 11 - 15	(1) Limited Liability Company	<ol style="list-style-type: none"> <li>1. Calculate dividend payment for various types of shares</li> <li>2. Prepare final accounts for limited liability</li> <li>3. Prepare final accounts for limited liability</li> </ol>	Class activity and assignments