PRESENTATION COLLEGE CHAGUANAS

PRINCIPLES OF ACCOUNTS

COURSE OUTLINE 2013/2014

FORM4 P/J TERM 1

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| **WEEKS** | **TOPICS** |
| **Week 1**  02/09-06/09 | 1. The Purpose of Accounting |
| **Week 2**  09/09-13/09 | 2. Accounting Cycle |
| **Week 3**  16/09-20/09 | 3. The Ledger-Double entry |
| **Week 4**  23/09-27/09 | 4. The Ledger-Double entry |
| **Week 5**  30/09-04/10 | 5. Balancing Accounts |
| **Week 6**  07/10-11/10 | 6. Trial Balance |
| **Week 7**  14/10-18/10 | 7. Sales Journal and Return Inwards Journal |
| **Week 8**  21/10-25/10 | 8. Sales Journal and Return Inwards Journal |
| **Week 9**  28/10-01/11 | 9. Purchases Journal and Return Outwards Journal |
| **Week 10**  04/11-08/11 | 10. Purchases Journal and Return Outwards Journal |
| **Week 11**  11/11-15/11 | 11. Simple final accounts- Trading Account |
| **Week 12**  18/11-22/11 | 12. Simple final accounts-Profit and Loss Account |
| **Week 13**  25/11-29/11 | 13. Simple final accounts- Balance Sheet |
| **Week 14**  02/12-06/12 | 14. End of Term Examination |
| **Week 15**  09/12-13/12 | 15. End of Term Examination |