<table>
<thead>
<tr>
<th>Week (Date)</th>
<th>Lesson Topic</th>
<th>Subject Matter</th>
<th>Learning Activities/Assignments</th>
</tr>
</thead>
</table>
- overview of an accounting system  
- functions of accounting  
- principles of double entry bookkeeping  
- accounting equation  
2. Books of original entries  
- functions of books  
- recording transactions in books | 1. Discuss the uses of the financial statements.  
2. Identify different users of the accounts.  
Chapter 1  
1. Relate the source documents with the prime entries using a diagram.  
2. Prepare different day books.  
Sup. Ex. |
| 3 (15/9-19/9) | | 3. Ledgers  
- functions of ledgers  
- preparing ledgers  
- nature of debits and credits balances | 1. Post the day book entries into different ledgers.  
2. Identify the different balances of different ledger accounts.  
Chapter 2  
Sup. Ex. |
2. Correction of errors related to control accounts.  
Chapter 13 & Sup. Ex.  
Write up a trial balance.  
Sup. Ex. |
| 6-7 (6/10-17/10) | Books of accounts and records | 5. Correction of errors  
- suspense accounts | 1. Prepare statement of correction of profit.  
2. Correct the ledger accounts’ balance.  
3. Apply journal entries to correct errors.  
Chapter 12 & Sup. Ex. |
| 8-9 (20/10-31/10) | Books of accounts and records | 6. Bank reconciliation statement | 1. Identify the functions of bank reconciliation statement.  
2. Write up bank reconciliation with correction of cash book balance.  
Chapter 11 & Sup. Ex. |
| 10-11 (3/11-14/11) | **Preparation of final accounts**  
1. From trial balance of a sole trader | Write up the final accounts of the sole trader.  
Chapter 10 & Sup. Ex. |
| 12 (17/11-21/11) | 2. Balancing day adjustment  
- depreciation  
- prepayments and accruals  
- bad debts and discounts | 1. Identify different depreciation methods and their uses.  
2. Write up accounts with adjustment for prepayments, accruals and discount in the accounts.  
3. State the difference between bad debts and provision of bad debts.  
Chapter 10 & Sup. Ex. |
2. Write up trading & profit & loss account and balance sheet on incomplete record.  
Chapter 14 & Sup. Ex. |
| 15 (8/12-12/12) | **Some special forms of accounts**  
1. Manufacturing accounts | 1. Identify the different cost of production.  
2. Write up manufacturing accounts with transfer price.  
3. Calculate unrealized profit for stock.  
Chapter 16 |
| 16 (15/12-22/12) | 2. Income and expenditure accounts | 1. State the difference between trading and non-trading organizations.  
2. Write up trading accounts for special functions.  
3. Calculate accumulated fund.  
4. Write up Income and Expenditure account.  
Chapter 15 & Sup. Ex. |
| 24/12-2/1 (5/1-9/1) | **Christmas and New Year Holidays**  
Revision | |
| 12/1-19/1 | **First term examination**  
20/1-30/1 | **Lunar New Year Holidays**  
2/2-3/2 | **Checking of exam papers**  
**Partnership**  
18-19 (4/2-13/2) | 1. Preparation of final accounts  
2. Treatment of goodwill | 1. Write up final accounts for partnership.  
2. State the nature of goodwill.  
3. Calculate goodwill.  
Chapter 17 |
| 20 (16/2-20/2) | 3. Revaluation of assets  
4. Admission of new partners | 1. Prepare revaluation account.  
2. Adjust capital for admission of partners.  
Chapter 19 & Sup. Ex. |
| 21-22 (23/2-5/3) | 5. Retirement or death of partners  
6. Sales of partnership to limited company | 1. Adjust capital for retirement or death of partners.  
2. Calculate pre-incorporation profit for sales of partnership.  
Chapter 20 & Sup. Ex. |
Chapter 20 & Sup. Ex. |
<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Syllabus Outline</th>
</tr>
</thead>
</table>
| 25-27 (22/3-7/4) | 8. Amalgamation of businesses to form a partnership | 1. Prepare accounts for merging businesses.  
2. State the advantages or disadvantages for such a merge.  
Ch. 21, V.2-Ch.2 & Sup. Ex. |
| 8/4-16/4   | **Easter Holidays**                                                   |                                                                                  |
| 28 (19/4-23/4) | **Limited Company Accounts**                                         | 1. State the nature of limited co  
2. Prepare application and allotment accounts.  
3. Write up share capital and premium accounts.  
V.2-Ch.1 & Sup. Ex. |
|            | 1. Nature of limited liabilities company                             |                                                                                  |
|            | 2. Issue of shares                                                   |                                                                                  |
|            | 3. Provision and reserves                                            | State the difference between provision and reserves.  
V.2-Ch.1 & Sup. Ex |
| 29 (26/4-30/4) | **Asset Valuation**                                                  | 1. Treatment of intangible assets in the accounts.  
2. State the nature of research and development cost.  
Ch.9 & Sup. Ex. |
|            | 1. Valuation of intangible assets                                    |                                                                                  |
|            | - Patents, copyright, franchises, etc.                              |                                                                                  |
|            | - Research and development cost                                     |                                                                                  |
|            | - Purchased and non purchased goodwill                              |                                                                                  |
2. State the difference between periodic and perpetual record.  
Ch.9 & Sup. Ex. |
|            | - relation with cost of sales and profit                           |                                                                                  |
|            | - periodic count vs. perpetual record                               |                                                                                  |
|            | - determination of cost                                             |                                                                                  |
|            | - method of issuing stock                                           |                                                                                  |
2. Valuation based on: historical cost, current replacement cost, net realizable value, discounted cash flow and deprival value  
3. Substance over form: finance lease and operating lease.  
4. Finance charge and depreciation, nominal and effective rate of interest.  
Ch. 5-8 & Sup. Ex. |
|            | - Distinguish the difference between capital and revenue expenditure |                                                                                  |
|            | - Historical cost vs. replacement cost                              |                                                                                  |
|            | - Depreciation methods                                              |                                                                                  |
|            | - Nature and accounting treatment of a leased asset in the lessee’s book |                                                                                  |
| 30 (3/5-7/5) | **Accounting Ratio analysis**                                       |                                                                                  |
2. Analysis of the ratios calculated.  
(Chapter 34-35) Sup. Ex.  
3. State the limitations associated with ratio analysis |
<p>|            | 2. Evaluation of a firm’s position in terms of its profitability, liquidity, management efficiency, investment return and financial stability | V2-Ch. 10 &amp; Sup. Ex. |</p>
<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>24/5-28/5</td>
<td>Basic accounting theory</td>
<td>1. Identify the four basic accounting concept.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. State the difference between accounting bases, concept and policy.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Chapter 4 HKSSAP2.101, Sup. Ex.</td>
</tr>
<tr>
<td>31/5-4/6</td>
<td>3. Limitation of financial statement</td>
<td>1. State the limitation of financial statement.</td>
</tr>
<tr>
<td></td>
<td>4. Need for accounting information</td>
<td>2. Identify different types of users of the accounts</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Chapter 4 &amp; Sup. Ex.</td>
</tr>
<tr>
<td></td>
<td>information</td>
<td>Chapter 4 &amp; Sup. Ex.</td>
</tr>
<tr>
<td></td>
<td>6. Problem of using historical cost</td>
<td>1. Identify the problem in historical cost accounting.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Chapter 8 &amp; Sup. Ex.</td>
</tr>
<tr>
<td>7/6-15/6</td>
<td>Revision for final examination</td>
<td></td>
</tr>
<tr>
<td>16/6-25/6</td>
<td>Final Examination</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Checking examination paper</td>
<td></td>
</tr>
</tbody>
</table>