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Course Name	Accounting
Standard	Cambridge O'Level/ IGCSE
Semester:	January session 2022

INSTRUCTOR INFORMATION

1. Instructor Name:	Ashique Elahi
2. Course description	The course is intended for students who are sitting for Cambridge IGCSE/O'Level Accounting Examination and provides learners a solid foundation for further Accountancy study.
3. Class Timing:	██████████ ████████████████████
4. Instructor Phone:	██████████
5. Email Address:	ashique.elahi111@gmail.com

LEARNING RESOURCES AND TEXTBOOK(S)

Text Book(s)

Author	Title	Edition & Year	Publisher	ISBN
Catherine Coucom	Cambridge IGCSE and O'Level Accounting Coursebook	2nd Edition (2018)	CAMBRIDGE University Press	978-1-316-50277-8

CLASS ROOM RULES OF CONDUCT

1. Cellular phones should be "turned off"/"Silent mode" during the class.
2. Be on time.

EXAMS, QUIZ, & MAKE UP POLICY

There will be several mock examinations after the syllabus content is covered. Participation in these tests is compulsory.

Attendance in the class is strongly recommended.

NOTE 1: The course plan is tentative and subject to change as the semester progresses; any change(s) will be communicated accordingly.

NOTE 2: Additional information will be posted on Google Classroom page.

Course Contents & Schedule

CLASS SCHEDULE FOR IGCSE Accounting

Note: The instructor reserves the right to make changes to the syllabus if necessary.

Topic	Week#	Lesson #	Topic	Reading Assignment
Introduction to Book-Keeping	1	1	Introduction to accounting Double entry book-keeping – Part A	Chapter 1-2
		2	The trial balance	Chapter 3
	2	3	Double entry book-keeping – Part B	Chapter 4
		4	Petty cash books & the imprest system	Chapter 5
Books of Original Entry	3	5	Business documents	Chapter 6
		6	Books of prime entry	Chapter 7
Introduction to Financial Statements	4	7	Financial statements – Part A	Chapter 8
		8	Financial statements – Part B	Chapter 9
Accounting Principles and Standards	5	9	Accounting rules	Chapter 10
Management of Accrued and Prepaid Expenses		10	Other payables and other receivables	Chapter 11
Depreciation and Disposal	6	11	Linear Accounting for depreciation and disposal of non-current assets	Chapter 12
		12	Revision class	
	7	13	Class test	
Irrecoverable Debts and Provisions		14	Irrecoverable debts and provisions for doubtful debts	Chapter 13
Bank Reconciliation	8	15	Bank reconciliation statements (lecture-1)	Chapter 14
		16	Bank reconciliation statements (lecture-2)	Chapter 14
Journal entries and Suspense Accounts	9	17	Journal entries and correction of errors (lecture-1)	Chapter 15
		18	Journal entries and correction of errors (lecture-2)	Chapter 15
Control Processes	10	19	Control accounts (lecture-1)	Chapter 16
		20	Control accounts (lecture-2)	Chapter 16
Incomplete Records	11	21	Incomplete records (lecture-1)	Chapter 17
		22	Incomplete records (lecture-2)	Chapter 17

Subscription Accounts	12	23	Accounts of Clubs and Societies (lecture-1)	Chapter 18
		24	Accounts of Clubs and Societies (lecture-2)	Chapter 18
Partnership Accounts	13	25	Partnerships (lecture-1)	Chapter 19
		26	Partnerships (lecture-2)	Chapter 19
Manufacturing Accounts	14	27	Manufacturing accounts (lecture-1)	Chapter 20
		28	Manufacturing accounts (lecture-2)	Chapter 20
Limited Companies	15	29	Limited companies (lecture-1)	Chapter 21
		30	Limited companies (lecture-2)	Chapter 21
Ratio Analysis	16	31	Analysis and Interpretation (lecture-1)	Chapter 22
		32	Analysis and Interpretation (lecture-2)	Chapter 22
	17	33	Revision class	Chapter 1-16
		34	Revision class	Chapter 17-22
	18	Question paper solving		
		Question paper solving		
	19	Question paper solving		
		Question paper solving		
	20	Mock test		
		Mock test		
	21	Mock test		
		Mock test		
	22	Review and analysis		
		Mock test		
	23	Mock test		
		Mock test		
	24	Mock test		
		Review and analysis		

During Question and Answer Session, students can discuss with the instructor about their doubts regarding any specific topic, exercise or exam.