



We build your future!

Course Name	Accounting
Standard	Cambridge O level
Semester:	Summer 2021

INSTRUCTOR INFORMATION

1. Instructor Name:	Md. Suleman
2. Course description	Cambridge O Level : Accounting 7707
3. Class Timing:	<div style="background-color: black; width: 100%; height: 15px; margin-bottom: 5px;"></div> <div style="background-color: black; width: 100%; height: 15px; margin-bottom: 5px;"></div> <div style="background-color: black; width: 100%; height: 15px; margin-bottom: 5px;"></div> <div style="background-color: black; width: 100%; height: 15px;"></div>
4. Instructor Phone:	<div style="background-color: black; width: 100%; height: 15px;"></div>
5. Email Address:	suleman.nsu@gmail.com
6. Department:	O –Level
7. Links:	

LEARNING RESOURCES AND TEXTBOOK(S)

Text Book(s)

Author	Title	Edition & Year	Publisher	ISBN
Cambridge	Cambridge Accounting Student Book	-	Cambridge	-
Edexcel	O-Level Accounting Past Papers	-	-	-

REFERENCE BOOK

Alan Sangster & Frank Wood	Business Accounting 1	13 th Edition	Pearson	ISBN 9781292084664

CLASS ROOM RULES OF CONDUCT

1. Cellular phones should be “**turned off**”/“**Silent mode**” during the class.
2. Students are required to attend the class in time.

EXAMS, QUIZ, & MAKE UP POLICY

There will be several quizzes on the core text materials which are worth 15%. **Quiz may not be made up for any reason.** There will be three exams. Each exam carries 10-15% weight of the course works. All exams will be given over the designated class period. Exams will be a combination of true/false, multiple choice, and short answer questions related to assigned reading material. The exams must be taken at the scheduled times. **Exams may not be made up unless arrangements are made prior to the class period for which they are scheduled.** Additional guidelines are available from the Instructor’s website and student compliance to these guidelines is mandatory.

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ATTENDANCE POLICY

: Attendance in the class is compulsory for the students and is strongly recommended.
: No make-up/retake examination/ assignment will be allowed. Any missed presentations/ examinations /assignments will be considered as zero.

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

SUMMER2021

The following is a **TENTATIVE** schedule based on the semester's last published academic calendar, which may change as the semester progresses. Please read the material prior to attending the class where it will be discussed

Week #	Topic	Reading Assignment
1	Introduction to class, and course rules and structure. Fundamentals of Accounting Accounting Equation , Types of Accounts, Books of Original Entry	<ul style="list-style-type: none"> • Lecture Notes • Practice Work Sheets
2	Sources of Recording Data Books of Original Entry Ledger Accounting Trail Balance	<ul style="list-style-type: none"> • Textbook • Lecture Notes • Question Paper/ Practice Work Sheets
3 &4	Business Documentation Capital and Revenue Expenditure Ledger Accounting (Continued)	<ul style="list-style-type: none"> • Lecture Notes • Practice Work Sheets
5	Correction of Errors	<ul style="list-style-type: none"> • Lecture Notes • Practice Work Sheets/Question Paper
6	Verification of Accounting Records: Bank Reconciliation Statement	<ul style="list-style-type: none"> • Lecture Notes • Practice Work Sheets/Question Paper
7	Irrecoverable Debts Provision for Doubtful Debts Receivables & Payables	<ul style="list-style-type: none"> • Lecture Notes • Practice Work Sheets/ Question Paper
8	Trail Balance Accounting Procedures	<ul style="list-style-type: none"> • Lecture Notes • Question Paper
9	Control Accounts	<ul style="list-style-type: none"> • Lecture Notes • Practice Work Sheets/Question Paper
10	Depreciation	<ul style="list-style-type: none"> • Textbook • Lecture Notes • Practice Work Sheets
11	Assessment 1: Question Paper Practice & Exam	
12	Incomplete Records Sole Trader Financial Statements	<ul style="list-style-type: none"> • Lecture Notes • Practice Work Sheets/Question Paper
13	Manufacturing A/c	<ul style="list-style-type: none"> • Lecture Notes • Practice Work Sheets/Question Paper
14	Sole Traders Financial Statements Manufacturing A/c Continued	<ul style="list-style-type: none"> • Lecture Notes • Practice Work Sheets/Question Paper
15	Partnership	<ul style="list-style-type: none"> • Lecture Notes • Practice Work Sheets/Question

		Paper
16	Sole Trader Manufacturing A/c Partnership CT2	<ul style="list-style-type: none"> • Lecture Notes • Practice Work Sheets/Question Paper
17	Limited Company Accounts	<ul style="list-style-type: none"> • Lecture Notes • Practice Work Sheets/Question Paper
18	Limited Company Accounts	<ul style="list-style-type: none"> • Lecture Notes • Practice Work Sheets/Question Paper
19	Clubs & Not for Profit Organizations	<ul style="list-style-type: none"> • Lecture Notes • Practice Work Sheets/Question Paper
20	Sole Trader Manufacturing A/c Partnership Limited Company Accounts	<ul style="list-style-type: none"> • Lecture Notes • Practice Work Sheets/Question Paper
21	Clubs and not for profit organizaion Depreciation Irrecoverable Debts	<ul style="list-style-type: none"> • Lecture Notes • Practice Work Sheets/Question Paper
22	Accounting Ratios Accounting Concepts Receivables & Payables	<ul style="list-style-type: none"> • Lecture Notes • Lecture Notes • Practice Work Sheets/Question Paper
23	Assessment 2: Practice & Exam Paper 2	
24	Sole Trader Manufacturing A/c Partnership Limited company Not for profit organization	<ul style="list-style-type: none"> • Lecture Notes Practice Work Sheets/Question Paper
25	Sole Trader Not for profit organization Partnership Limited Company	<ul style="list-style-type: none"> • Lecture Notes Practice Work Sheets/Question Paper
26	Mock test – Question paper solving	
27	Mock test – Question paper solving	
28	Mock test – Question paper solving	

Note: The instructor reserves the right to make changes to the syllabus if necessary.
Note2: The Course Outline shall be adjusted according to the educational and learning requirement of the Students.



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Course Name	Accounting
Standard	Edexcel O level
Semester:	Summer 2021

INSTRUCTOR INFORMATION

8. Instructor Name:	Md. Suleman
9. Course description	Pearson Edexcel International GCSE in Accounting (4AC1)
10. Class Timing:	<div style="background-color: black; width: 100%; height: 15px; margin-bottom: 5px;"></div> <div style="background-color: black; width: 100%; height: 15px; margin-bottom: 5px;"></div> <div style="background-color: black; width: 100%; height: 15px; margin-bottom: 5px;"></div> <div style="background-color: black; width: 100%; height: 15px;"></div>
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Text Book(s)

Author	Title	Edition & Year	Publisher	ISBN
Alan Sangster & Frank Wood	Pearson Edexcel International GCSE (9—1) Accounting Student Book	-	Pearson	-
Edexcel	O-Level Accounting Past Papers	-	-	-

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2	Books of Original Entry Ledger Accounting Trail Balance	<ul style="list-style-type: none"> • Textbook • Lecture Notes • Question Paper/ Practice Work Sheets
3	Business Documentation Capital and Revenue Expenditure Ledger Accounting (Continued)	<ul style="list-style-type: none"> • Lecture Notes • Practice Work Sheets
4	Depreciation	<ul style="list-style-type: none"> • Textbook • Lecture Notes • Practice Work Sheets
5	Irrecoverable Debts Receivables & Payables	<ul style="list-style-type: none"> • Lecture Notes • Practice Work Sheets/ Question Paper
6	Trail Balance	<ul style="list-style-type: none"> • Lecture Notes • Question Paper
7	Control Accounts	<ul style="list-style-type: none"> • Lecture Notes • Practice Work Sheets/Question Paper
8	Correction of Errors Revision & CT1	<ul style="list-style-type: none"> • Lecture Notes • Practice Work Sheets/Question Paper
9	Bank Reconciliation Statement Accounting Concepts	<ul style="list-style-type: none"> • Lecture Notes • Practice Work Sheets/Question Paper
10	Use of Technology in Accounting Professional Ethics End of Paper 1 Syllabus	<ul style="list-style-type: none"> • Lecture Notes • Practice Work Sheets/Question Paper
11	Assessment 1: Question Paper Practice & Exam	
12	Incomplete Records Sole Trader Financial Statements	<ul style="list-style-type: none"> • Lecture Notes • Practice Work Sheets/Question Paper
13	Manufacturing A/c	<ul style="list-style-type: none"> • Lecture Notes • Practice Work Sheets/Question Paper
14	Sole Traders Financial Statements Manufacturing A/c Continued	<ul style="list-style-type: none"> • Lecture Notes • Practice Work Sheets/Question

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16	Sole Trader Manufacturing A/c Partnership CT2	<ul style="list-style-type: none"> • Lecture Notes • Practice Work Sheets/Question Paper
17	Depreciation Irrecoverable Debts	<ul style="list-style-type: none"> • Lecture Notes • Practice Work Sheets/Question Paper”
18	Accounting Ratios Accounting Concepts Receivables & Payables	<ul style="list-style-type: none"> • Lecture Notes • Practice Work Sheets/Question Paper
19	Assessment 2: Practice & Exam Paper 2	
20	Sole Trader Manufacturing A/c Partnership	<ul style="list-style-type: none"> • Lecture Notes Practice Work Sheets/Question Paper
21	Sole Trader Manufacturing A/c Partnership	<ul style="list-style-type: none"> • Lecture Notes Practice Work Sheets/Question Paper
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