

Dawood Public School
Course Outline 2020-21
Cambridge O Level Accounting 7707
Grade IX

Course Books:

1. Wood, Frank, *Business Accounting*, FT Pitman Publishers

Month	Content
August	Accounting equation and the balance sheet Double entry for assets, liabilities and capital
September	The asset of stock The effect of profit or loss on capital and the double entry for expense and revenue
October	Balancing off Accounts Trial Balance
November	Balance Sheet Trading and Profit and Loss Account
	Revision for Mid-Year Examination
December	Mid Year Examination
January	Books of original entry and ledgers Cash Book Petty Cash Book Sales Journal Purchases Journal
February	Returns Journal The Journal
March	Capital and Revenue Expenditure Errors not affecting Trial Balance
April	Bank Reconciliation
	Revision for Final Examination
May	Final Examination

All candidates enter for two papers – Paper1 and Paper 2.

SCHEME OF ASSESSMENT

Paper 1 Multiple Choice (1 hour)

This will consist of 30 items testing the whole syllabus

Paper 2 Structured Written Paper (2 hours)

Paper 2 will usually consist of between 4 and 6 compulsory questions drawn from topics across the whole syllabus: one of these questions, carrying approximately one third of the marks for Paper 2, will involve the preparation of the final accounts of a manufacturing or trading business (the Manufacturing, Trading and Profit and Loss Account and the Balance Sheet). Questions on Paper 2 may require completion of proforma and tables.

Candidates will write their answers on the question paper.

There will be no choice of question on either paper.

Paper 1 will be worth 33.3% of the final marks. Paper 2 will be worth 66.6% of the final marks.

The use of computerised accounting software is not required in the examination. An appreciation of the usefulness of computerised accounting systems in the preparation of accounting information is required.

SYLLABUS CONTENT

1. Introduction to double entry book keeping

Learning Objectives

Students should be able to have an understanding and solve questions relating to:

1.1 The accounting equation and the balance sheet

- Explain the difference between book-keeping and accounting
- Explain the role of accounting in providing information for monitoring progress and decision making
- Explain the meaning of assets, liabilities and owner's capital (equity)
- Explain and apply the accounting equation

1.2 The double entry system for assets, liabilities and capital

- Outline the double entry system of book-keeping
- Process accounting data using the double entry system
- Prepare ledger accounts using the 'T' account format
- Post transactions to the ledger accounts

1.3 The asset of stock

- Explain the meaning and treatment of:
 - sales
 - purchases
 - return inwards
 - return outwards
- Explain the differences in recording cash and credit sales/purchases

1.4 The effect of profit or loss on capital and the double entry system for expenses and revenue

- Explain the treatment of revenues and expenses
- Calculate profit by comparing revenue with expenses
- Show the effect of profit or loss on capital

1.5 Balancing off accounts

- Balance the ledger accounts as required, make transfers to the final accounts
- Interpret ledger accounts prepared in 'T' account form and their balances
- Explain and interpret ledger accounts prepared using the running balance format

1.6 The trial balance

- Recognise that it is a statement of ledger balances on a particular date
- Extract a trial balance
- Outline its uses and limitations

2. The financial statements of sole traders

Learning Objectives

Students should be able to have an understanding and solve questions relating to:

2.1 Trading and profit and loss accounts: an introduction

- Calculate the gross and net profits or losses, based on accounting principles, for a specified period
- Recognise that net profit (or loss) is the increase (or decrease) in the net value of assets during that period

2.2 Balance Sheets

- Recognise that they are statements of balances of assets and liabilities on a specified date set out in any valid layout
- Demonstrate knowledge of the meaning, importance and designation of:
 - fixed assets
 - current assets
 - current liabilities
 - long term liabilities

- working capital
- Comment upon the significance of the inter-relationship of the balance sheet items sold
- Explain how and why the costs of putting goods into a saleable condition should be charged to the trading account

3. Books of original entry

Learning Objectives

Within the following areas the student should be able to:

3.1 Books of original entry and ledgers

- Explain the sub-division of the ledger into:
 - the sales ledger
 - the purchases ledger
 - the general ledger
- Explain the use of, and process, accounting data in the books of prime (original) entry – cash book, sales journal, purchases journal, sales returns journal, purchases returns journal, and general journal

3.2 Cash Books

- Explain its dual function both as a book of prime entry and as a ledger account for bank and cash by use of analysis columns
- Explain and process transactions involving bank current accounts, bank deposit accounts, bank overdrafts, bank loans and other loans

3.3 The sales day book and the sales ledger

- Name and state the use of an invoice
- Make entries in the sales day book of credit sales
- Post the sales ledger entries from the sales day book
- Distinguish between, and account for, cash and trade discounts

3.4 The purchases day book and the purchases ledger

- Make appropriate entries relating to credit purchases in the purchases day book
- Post the purchase ledger entries from the purchase day book

3.5 The returns day book

- Make appropriate entries relating to return outwards in the returns outwards day book and of return inwards in the return inwards day book
- Make the correct postings from the returns day books to the purchases ledger, sales ledger and general ledger
- Name and state the use of a credit note, debit note, and statement of account

3.6 The Journal

- Explain the use of the journal
- Enter those transactions, including correction of errors that cannot be recorded in any special journal
- Write relevant explanatory narrations for each entry

4. Capital and Revenue Expenditure

Learning Objectives

Within the following areas the student should be able to:

4. 1 Capital and Revenue expenditure

- Explain the meaning of capital expenditure and revenue expenditure
- Distinguish between and account for capital and revenue expenditure
- Distinguish between and account for capital and revenue receipts
- Calculate and comment on the effect on profit and asset valuation of incorrect treatment

4.1 Correction of Errors

- Make journal entries supporting the correction of errors

4.2 Bank Reconciliation Statements

- Draw up a reconciliation of the cash book with the bank statement in respect of the following:
 - unpresented cheques
 - bank charges
 - bank interest paid and received
 - direct debits
 - standing orders
 - credit transfers
 - dividends
 - correction of errors
 - uncredited deposits