

SCHEME OF WORK
FORM 4
PRINCIPLES OF ACCOUNTS

TERM 1

WEEK 1

- Accounting Cycle and Accounting Terminologies
- Journals - Sales and Purchases

WEEK 2

- Journals - Return Inwards and Return Outwards
- General Journal

WEEK 3

- Advanced General Journal Entries
- Discount Allowed and Discount Received

WEEK 4

- Preparation of 'T' Accounts
- Questions on 'T' Accounts Preparation

WEEK 5

- Separation of Ledgers - Sales, Purchase, General
- Balancing of 'T' Accounts
 - Balance carried down
 - Balance brought down

WEEK 6

- Preparation of Trial Balance from Ledgers

WEEK 7

- Preparation of Trial Balance from Available Balances

WEEK 8

- Trading Account
 - Sales
 - Cost of Sales
 - Gross Profit

WEEK 9

- Analysis of Expenses
- Preparation of Profit & Loss Account

WEEK 10

- Questions on Posting to Trial Balance
- Use of Posting Figures to Prepare Trading & Profit & Loss Account

WEEK 11

- Revision

WEEK 12

- Revision

WEEK 13 & 14

- End of Term Exams