# Accounting – Course Curriculum Plan

**Programme Duration: 36 Weeks**

# Programme Overview

The PEFA Academy A Level Accounting programme is designed to provide students with a strong foundation in accounting principles, financial reporting, cost accounting, and business decision-making. The curriculum is structured around internationally recognised A Level Accounting standards while adapting the learning approach to suit PEFA Academy's teaching model.
The programme focuses on developing students' ability to:

- Understand fundamental accounting concepts and principles
- Apply accounting techniques to real business situations
- Prepare and interpret financial statements
- Analyse financial information for decision-making
- Develop examination skills required for advanced-level assessments

# Learning Approach

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|---|---|
| **Live Online Classes** | **Recorded Lessons** |
| **Interactive Discussions** | **Practical Accounting Exercises** |
| **A Level Examination-Style Questions** | **Weekly Assignments** |
| **Topic-Based Assessments** | **Mock Examinations** |
| **Past Question Practice** | **Tutor Support Sessions** |

# Curriculum Structure

### MODULE 1: INTRODUCTION TO ACCOUNTING AND BUSINESS ENTITIES

**Duration: Weeks 1–3**
**Topics Covered**

- Meaning and purpose of accounting
- Role of accounting in business
- Users of accounting information
- Types of business organisations: Sole Traders, Partnerships, Limited Companies
- Advantages and disadvantages of business structures
- Sources of business finance

**Learning Objectives**
By the end of this module, students should be able to:

- Explain the importance of accounting information
- Identify the users of financial information
- Differentiate between different forms of business ownership
- Explain suitable sources of finance for businesses

**Assessment**

- Topic quizzes
- Short accounting theory exercises

### MODULE 2: ACCOUNTING PRINCIPLES AND DOUBLE ENTRY

**Duration: Weeks 4–7**
**Topics Covered**

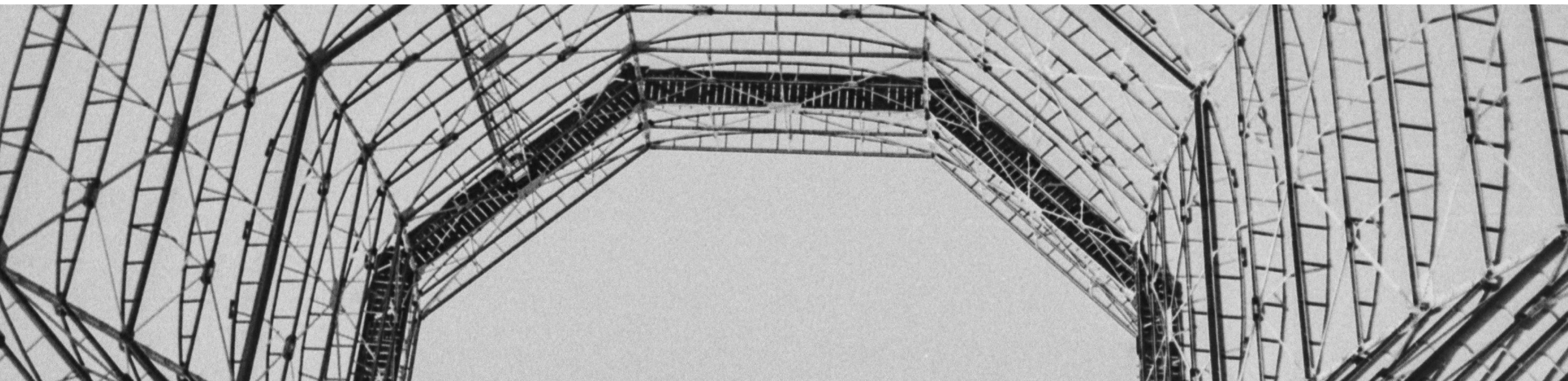
- Accounting concepts and principles
- Accounting equation
- Assets, liabilities and capital
- Double-entry bookkeeping system
- Debit and credit rules
- Recording business transactions

**Learning Objectives**
Students should be able to:

- Apply accounting principles correctly
- Understand the relationship between transactions and financial statements
- Record transactions using double-entry methods

**Assessment**

- Practical bookkeeping exercises
- Examination-style questions



# Modules 3 & 4

## MODULE 3: BOOKS OF PRIME ENTRY AND LEDGER ACCOUNTS

**Duration: Weeks 8–10**

**Topics Covered**

- Sales day book
- Purchases day book
- Returns inwards and returns outwards
- Cash book
- Petty cash book
- General journal
- Ledger accounts

**Learning Objectives**

Students should be able to:

- Identify appropriate accounting records for transactions
- Prepare books of original entry
- Transfer information into ledger accounts

**Assessment**

- Class exercises
- Practical accounting tasks

## MODULE 4: TRIAL BALANCE AND ACCOUNTING SYSTEMS

**Duration: Weeks 11–13**

**Topics Covered**

- Purpose of trial balance
- Preparation of trial balance
- Limitations of trial balance
- Types of accounting errors
- Computerised accounting systems
- Accounting information systems

**Learning Objectives**

Students should be able to:

- Prepare trial balances
- Identify accounting errors
- Understand the role of accounting technology

**Assessment**

- Trial balance exercises
- Error correction activities

# Modules 5 & 6

## MODULE 5: NON-CURRENT ASSETS

**Duration: Weeks 14–17**
**Topics Covered**

- Capital and revenue expenditure
- Asset acquisition
- Depreciation methods: Straight-line method, Reducing balance method
- Disposal of assets
- Asset revaluation

**Learning Objectives**
Students should be able to:

- Calculate depreciation
- Record non-current asset transactions
- Understand asset valuation methods

**Assessment**

- Calculation exercises
- Examination-style questions

## MODULE 6: CORRECTION OF ERRORS AND CONTROL SYSTEMS

**Duration: Weeks 18–21**
**Topics Covered**

- Types of accounting errors
- Correction of errors
- Suspense accounts
- Bank reconciliation statements
- Control accounts

**Learning Objectives**
Students should be able to:

- Identify accounting mistakes
- Correct accounting records
- Prepare reconciliation statements

**Assessment**

- Practical accounting correction exercises

# Modules 7 & 8

## MODULE 7: FINANCIAL STATEMENTS

**Duration: Weeks 22–27**
**Topics Covered**

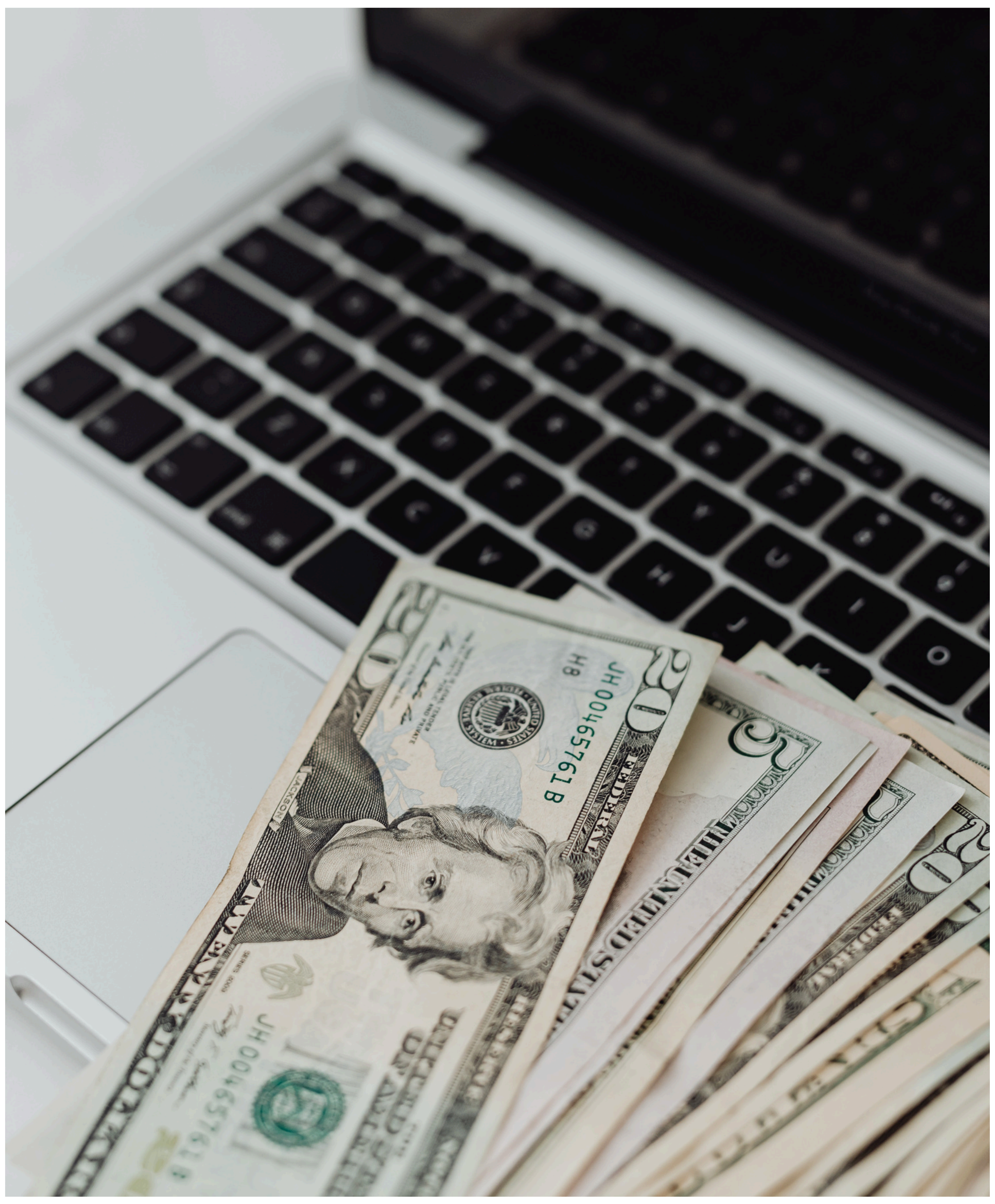
- Income statements
- Statements of financial position
- Adjustments: Accrued expenses, Prepaid expenses, Bad debts, Provision for doubtful debts, Inventory adjustments

**Learning Objectives**
Students should be able to:

- Prepare complete financial statements
- Apply accounting adjustments correctly
- Understand the relationship between financial statements

**Assessment**

- Full financial statement preparation
- Examination-style questions



## MODULE 8: ACCOUNTING FOR DIFFERENT BUSINESS ORGANISATIONS

**Duration: Weeks 28–31**
**Topics Covered**
**Sole Traders**

- Trading accounts
- Income statements
- Statements of financial position

**Partnerships**

- Partnership agreements
- Profit-sharing arrangements
- Appropriation accounts

**Limited Companies**

- Company financial statements
- Share capital
- Retained earnings

**Learning Objectives**
Students should be able to:

- Prepare accounts for different organisations
- Understand differences between business structures

**Assessment**

- Organisation-based accounting exercises

# Modules 9 & 10

## MODULE 9: ANALYSIS AND INTERPRETATION OF ACCOUNTING INFORMATION

**Duration: Weeks 32–34**

**Topics Covered**

- Purpose of financial analysis
- Accounting ratios: Profitability ratios, Liquidity ratios, Efficiency ratios
- Interpretation of financial performance

**Learning Objectives**

Students should be able to:

- Calculate accounting ratios
- Analyse business performance
- Make conclusions from financial information

**Assessment**

- Financial analysis assignments

## MODULE 10: COST AND MANAGEMENT ACCOUNTING

**Duration: Weeks 35–36**

**Topics Covered**

- Types of costs
- Fixed and variable costs
- Marginal costing
- Absorption costing
- Break-even analysis
- Decision-making techniques

**Learning Objectives**

Students should be able to:

- Understand cost behaviour
- Calculate business costs
- Use accounting information for decision-making

**Assessment**

- Cost accounting exercises
- Examination-style questions

# Assessment Framework

1

## Continuous Assessment

Students will be assessed through:

- Weekly class exercises
- Topic quizzes
- Homework assignments
- Practical accounting tasks

2

## Module Assessments

At the end of each module:

- Written assessments
- Practical accounting applications
- Review of mistakes and corrections

3

## Term Assessments

Students will complete:

- Examination papers
- Timed accounting questions
- Performance reviews

4

## Final Examination Preparation

The final phase of the programme will focus on:

- Past paper practice
- Revision sessions
- Mock examinations
- Examination technique development
- Weak-area improvement exercises

# Teaching Methodology

PEFA Academy will adopt a practical and student-focused approach by combining:

- **Theory Explanations**
- **Real-World Business Examples**
- **Financial Statement Preparation**
- **Problem-Solving Exercises**
- **Group Discussions**
- **Examination Preparation Techniques**

# Programme Outcome

At the completion of this programme, students should be able to:

- Understand core accounting principles
- Prepare and analyse financial statements
- Apply accounting methods confidently
- Interpret financial information
- Solve advanced-level accounting examination questions effectively
- Develop skills useful for further studies in accounting, finance, business, economics, and related fields

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