

Option Subject: Accounting

Kindly indicate route offered:

Applied: ____

Academic: Yes

Vocational: ____

General introduction to the subject:

Accounting is a very popular subject nowadays. It opens up many job opportunities such as accounts clerks, accountants, auditors, banking, insurance and stockbrokers. These are all in great demand.

Accounting is the language of a business. Through Accounting we communicate with stakeholders about the profit of a business and what it owns and owes.

Accounting includes financial literacy and entrepreneurship competences.

List topics studied:

- a. Double entry
- b. Final Accounts
- c. Day Books, Cash Book, Petty Cash Book
- d. Accounting Concepts
- e. Bank Reconciliation Statements
- f. Depreciation
- g. Irrecoverable Debts and Allowance for Doubtful Debts
- h. Correction of Errors
- i. suspense
- j. Single Entry and Incomplete Records
- k. Non-Profit Making Organisations
- l. Manufacturing Accounts
- m. Partnerships
- n. Limited Liability Companies
- o. Accounting Ratios

Class activities involved:

- a. Direct questioning
- b. Quizzes
- c. Monopoly game
- d. Projects
- e. Groupwork activities
- f. Use of Interactive Whiteboard tools
- g. Written classwork exercises
- h. Debates
- i. Visits to financial institutions and business organisations
- j. Individual presentations – oral, written, digital
- k. Group presentations – oral, written, digital
- l. Practicing on an accounting software
- m. Evaluating exercises and case studies
- n. Self/peer reviews

- o. Discussions
- p. Role plays
- q. exhibitions

Homework assigned:

- a. Written exercises to re-inforce work done in class
- b. Research at home through internet, books
- c. Research by asking professional advice at the industry
- d. Practise and revision of topics done at school
- e. Project task as a group
- f. Project task as an individual
- g. Written, oral and digital presentations both at individual and group level
- h. Practicing on an accounting software

Assessment given:

- a. Formative and summative assessment
- b. Ongoing assessed tasks such as written exercises, research tasks, presentations: at home
- c. Ongoing assessed tasks such as written exercises, research tasks, presentations: in class
- d. Annual exam
- e. Peer assessment on a presentation task – entrepreneurship and financial literacy task
- f. Write up of project tasks – written and/digital
- g. Oral presentation

List skills acquired studying the subject:

- a. Book-keeping
- b. Accounting
- c. Analysis
- d. evaluation
- e. Interpretation
- f. Decision-making
- g. Problem solving
- h. Critical thinking
- i. Presentation
- j. Communication
- k. Groupwork
- l. Collaboration
- m. resilience
- n. Time management
- o. Organisational skills
- p. Planning
- q. Negotiation
- r. Attention to detail, accuracy
- s. Listening skills
- t. Self-motivation skills
- u. Management

- v. Ethical, dignity and compliance
- w. Financial literacy
- x. Entrepreneurship

List skills required to study the subject:

- a. Basic English level
- b. Basic numerical level
- c. Basic IT skills
- d. Organisational skills
- e. Self-motivation skills
- f. Time management skills
- g. Teamwork skills
- h. resilience

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My Journey Option Subjects Info Sheet

(Each field should be between 50 – 60 words)