|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| WEEK | TOPIC | CONTENT | B/OBJECTIVES | QUESTIONS |
| 1-2 | INTRODUCTION TO BOOK-KEEPING AND ACCOUNTING/ ETHICS OF ACCOUNTING | a. Definition & meaning of book-keeping & accounting  b. Differences between book-keeping &accounting  c. Users of accounting information  d. Significance of book-keeping &accounting  e. History of accounting, origin of accounting in Nigeria  f. The professional bodies  g. Career opportunities  h. Accounting equation  i. Definition of accounting ethics  j. Qualities and accounting ethics  k. Explain the benefits of accounting ethics | The students should be able to:  Define book-keeping & accounting Differences between book-keeping &accounting  Classify Users of accounting information  Define accounting ethics  State the Qualities and accounting ethics | a. Define book-keeping & accounting  . b. State the importance of book-keeping & accounting  Define accounting ethics  State the Qualities and accounting ethics |
| 3&4 | PRINCIPLE OF DOUBLE ENTRY /ACCOUNTING CONCEPTS | a. The meaning  b. Types of books involved  c. Application  d. Classification of accounts  e. Identify the accounting concepts  f. Explain the accounting concepts | State the meaning of terms  Principle of double entry  List and explain the accounting concept | a. What Principle of double entry?  b. Write short note on the following:  a. Business entity  b. Going concern  c. Accrual concept  d. Matching concept  e. dual concept |
|  |  |  |  |  |