

Introduction to Financial and Management Accounting

Course map

This document outlines the course structure.

Duration: 10 weeks

ACCA: FA1-MA1.X Introduction to Financial and Management Accounting

Introduction course orientation	
Lesson 1: Welcome	Unit 1: Welcome Unit 2: Your tutor
Lesson 2: What, when and why?	Unit 1: About the course Unit 2: Course structure
Lesson 3: Am I ready for this course?	Unit 1: Prior knowledge
Lesson 4: How do I study this course?	Unit 1: How to use the platform Unit 2: Features and activities Unit 3: Studying online Unit 4: Practice tests Unit 5: The tests Unit 6: JavaScript
Lesson 5: Joining an online community	Unit 1: Introducing yourself Unit 2: Using the discussion forums Unit 3: Staying safe online Unit 4: Working with your tutor and other students
FA1 Week 1	
Welcome to Week 1	Welcome to Week 1: Introduction to bookkeeping and sales on credit
Lesson 1: Introduction to business and recording transactions	Welcome to Lesson 1: Introduction to business and recording transactions Unit 1: The bigger picture Unit 2: Introduction to sales and purchases Unit 3: Introduction to financial documents Unit 4: Assets Unit 5: Liabilities and capital Unit 6: Income and expenditure Unit 7: Document retention, computerised systems and risks to data Summary Apply your learning

Lesson 2: Introduction to sales on credit	<p>Welcome to Lesson 2: Introduction to sales on credit</p> <p>Unit 1: Introduction to invoicing and sales tax</p> <p>Unit 2: How to calculate sales tax</p> <p>Unit 3: Sales invoices and trade discounts</p> <p>Unit 4: How to prepare a sales invoice with settlement discount</p> <p>Unit 5: How to prepare a credit note</p> <p>Unit 6: Customer account statements</p> <p>Unit 7: Coding</p> <p>Summary</p> <p>Apply your learning</p>
Lesson 3: Books of prime entry – sales day book and sales returns day book	<p>Welcome to Lesson 3: Books of prime entry – sales day book and sales returns day book</p> <p>Unit 1: Introduction to books of prime entry and the sales day book</p> <p>Unit 2: Sales returns day book</p> <p>Summary</p> <p>Apply your learning</p>
Week summary	Week summary
<p>FA1 Week 1 optional exam questions</p> <p>FA1 Week 1 graded exam questions</p> <p>FA1 Week 1 further optional exam questions</p>	
FA1 Week 2	
Welcome to Week 2	<p>Welcome to Week 2:</p> <p>Books of prime entry and making and receiving payments</p>
Lesson 1: Books of prime entry – Purchase day books and purchase returns day books	<p>Welcome to Lesson 1: Books of prime entry – Purchase day books and purchase returns day books</p> <p>Unit 1: Introduction to purchase invoices</p> <p>Unit 2: Coding purchase invoices and credit notes received</p> <p>Unit 3: Purchase day book</p> <p>Unit 4: Purchase returns day book and credit notes</p> <p>Summary</p> <p>Apply your learning</p>
Lesson 2: Banking – Receiving and making payments	<p>Welcome to Lesson 2: Banking – Receiving and making payments</p> <p>Unit 1: Introduction to banks</p> <p>Unit 2: Payment methods – Cash</p> <p>Unit 3: Payment methods – Cheques</p> <p>Unit 4: Payment methods – EFTPOS</p> <p>Unit 5: Direct debit, standing order and BACS</p> <p>Unit 6: Checking payments received from customers</p> <p>Unit 7: Supplier reconciliation statements</p> <p>Unit 8: Prepare a remittance advice</p> <p>Summary</p> <p>Apply your learning</p>
Lesson 3: Cash book	<p>Welcome to Lesson 3: Cash book</p> <p>Unit 1: Cash books</p> <p>Unit 2: Three column cash book</p> <p>Unit 3: Analysed column cash book</p> <p>Unit 4: Bank reconciliation introduction</p> <p>Unit 5: Completing a bank reconciliation</p> <p>Summary</p> <p>Apply your learning</p>

Week summary	Week summary
FA1 Week 2 optional exam questions FA1 Week 2 graded exam questions FA1 Week 2 further optional exam questions	
FA1 Week 3	
Welcome to Week 3	Welcome to Week 3: The cash book and introduction to double entry
Lesson 1: Introduction to double entry	Welcome to Lesson 1: Introduction to double entry Unit 1: Introduction to double-entry bookkeeping Unit 2: Double entry and T-accounts Unit 3: Introduction to the general ledger Unit 4: Coding and double-entry practice Unit 5: Transferring from a three column cash book Unit 6: Transferring from an analysed column cash book – Receipts Unit 7: Transferring from an analysed column cash book – Payments side Summary Apply your learning
Lesson 2: Accounting for receivables	Welcome to Lesson 2: Accounting for receivables Unit 1: Memorandum ledgers Unit 2: Accounting for receivables Unit 3: Accounting for sales returns Unit 4: Accounting for receiving payments Unit 5: Accounting for receiving payments and recording settlement discounts Unit 6: Irrecoverable debts Summary Apply your learning
Lesson 3: Accounting for payables	Welcome to Lesson 3: Accounting for payables Unit 1: Accounting for payables – Purchases Unit 2: Accounting for purchase returns Unit 3: Accounting for making payments Unit 4: Accounting for making payments and recording settlement discounts Summary Apply your learning
Week summary	Week summary
FA1 Week 3 optional exam questions FA1 Week 3 graded exam questions FA1 Week 3 further optional exam questions	

FA1 Week 4	
Welcome to Week 4	Welcome to Week 4: Petty cash, the journal and payroll
Lesson 1: Introduction to petty cash	Welcome to Lesson 1: Introduction to petty cash Unit 1: What is petty cash? Unit 2: Petty cash procedures (1) Unit 3: Petty cash procedures (2) Unit 4: Petty cash vouchers and sales tax Summary Apply your learning
Lesson 2: Accounting for petty cash	Welcome to Lesson 2: Accounting for petty cash Unit 1: Petty cash book Unit 2: Recording petty cash vouchers in the petty cash book Unit 3: Closing off the petty cash book Unit 4: Reconciliation between petty cash book and cash in hand Unit 5: Reimbursing petty cash in imprest and non-imprest systems Unit 6: Recording the petty cash book in the ledger accounts Summary Apply your learning
Lesson 3: Journals	Welcome to Lesson 3: Journals Unit 1: The accounting process and journals Unit 2: When are journals used? Unit 3: The journal Summary Apply your learning
Lesson 4: Payroll	Welcome to Lesson 4: Payroll Unit 1: What is payroll? Unit 2: Payment methods in a payroll system Unit 3: Types of gross pay Unit 4: Calculation of gross pay Unit 5: Deductions from gross pay and the payslip Unit 6: Payroll journals and payroll accounting entries Unit 7: Payroll accounts in the general ledger Summary Apply your learning
Week summary	Week summary
FA1 Week 4 optional exam questions FA1 Week 4 graded exam questions FA1 Week 4 further optional exam questions	
FA1 Week 5	
Welcome to Week 5	Welcome to Week 5: Control accounts, the trial balance and the correction of errors

Lesson 1: Control accounts	<p>Welcome to Lesson 1: Control accounts</p> <p>Unit 1: Purpose and use of control accounts</p> <p>Unit 2: Receivables control account</p> <p>Unit 3: Reconciling receivables control account with receivables ledger balances – Introduction</p> <p>Unit 4: Reconciling the receivables control account with the receivables ledger balances – Practice</p> <p>Unit 5: Payables control account</p> <p>Unit 6: Reconciling payables control account with payables ledger balances – Introduction</p> <p>Unit 7: Reconciling the payables control account with the payables ledger balances – Practice</p> <p>Summary</p> <p>Apply your learning</p>
Lesson 2: Trial balances	<p>Welcome to Lesson 2: Trial balances</p> <p>Unit 1: What is a trial balance?</p> <p>Unit 2: Preparing the initial trial balance</p> <p>Unit 3: What happens if the trial balance does not balance?</p> <p>Unit 4: Preparing a trial balance</p> <p>Summary</p> <p>Apply your learning</p>
Lesson 3: Correction of errors not disclosed by a trial balance	<p>Welcome to Lesson 3: Correction of errors not disclosed by a trial balance</p> <p>Unit 1: Errors which are not disclosed by the trial balance</p> <p>Unit 2: Preparing journals for errors not disclosed by the trial balance</p> <p>Unit 3: Transferring the journals to the ledger accounts and redrafting the trial balance</p> <p>Summary</p> <p>Apply your learning</p>
Lesson 4: Correction of errors disclosed by a trial balance	<p>Welcome to Lesson 4: Correction of errors disclosed by a trial balance</p> <p>Unit 1: Errors disclosed by a trial balance – The suspense account</p> <p>Unit 2: Clearing the suspense account</p> <p>Unit 3: Correcting errors – Practice scenario</p> <p>Unit 4: Pre-tech check & ACCA review</p> <p>Summary</p> <p>Apply your learning</p>
Week summary	
<p>FA1 Week 5 optional exam questions</p> <p>FA1 Week 5 graded exam questions</p> <p>FA1 Week 5 further optional exam questions</p>	
Module closing section	
Lesson 1: Summing up	Unit 1: Summing up
Lesson 2: Preparing for exams	<p>Unit 1: Recap</p> <p>Unit 2: Exam and revision tips</p> <p>Unit 3: Optional revision questions</p>
Lesson 3: Practice assessment questions	Unit 1: Practice test
<p>FA1 End of Module optional exam questions</p> <p>FA1 End of Module graded exam questions</p>	

Lesson 4: What next?	Unit 1: Next steps
MA1 Week 1	
Welcome to Week 1	Welcome to Week 1: The nature and purpose of cost and management accounting
Lesson 1: Business organisations and transactions	Welcome to Lesson 1: Business organisations and transactions Unit 1: Business organisations and business functions Unit 2: The role of head office Unit 3: Policies, procedures and best practices Unit 4: Transactions: Sales Unit 5: Transactions: Purchases and payments to employees Unit 6: Transactions: Authorisation Summary Apply your learning
Lesson 2: An introduction to cost and management accounting	Welcome to Lesson 2: An introduction to cost and management accounting Unit 1: Double-entry bookkeeping Unit 2: An introduction to cost and management accounting Unit 3: Computerised systems Unit 4: The purpose of management information Unit 5: The limitations of management information Summary Apply your learning
Lesson 3: Information for management	Welcome to Lesson 3: Information for management Unit 1: Data and information Unit 2: The features of useful management information Unit 3: Information sources and categories Unit 4: The role of the trainee accountant Summary Apply your learning
Week summary	Week summary
MA1 Week 1 optional exam questions MA1 Week 1 graded exam questions MA1 Week 1 further optional exam questions	
MA1 Week 2	
Welcome to Week 2	Welcome to Week 2: Cost classification, behaviour and measurement
Lesson 1: Cost classification and behaviour	Welcome to Lesson 1: Cost classification and behaviour Unit 1: Cost units Unit 2: Cost classification Unit 3: Direct and indirect costs Unit 4: Cost behaviour: Variable costs and fixed costs Unit 5: Cost behaviour: Mixed costs and stepped-fixed costs Summary Apply your learning

Lesson 2: Calculating and reporting the profit of a product or service	<p>Welcome to Lesson 2: Calculating and reporting the profit of a product or service</p> <p>Unit 1: Calculating the cost of a product or service</p> <p>Unit 2: Absorption costing and marginal costing</p> <p>Unit 3: Absorption costing and marginal costing compared</p> <p>Summary</p> <p>Apply your learning</p>
Lesson 3: Cost centres, profit centres and investment centres	<p>Welcome to Lesson 3: Cost centres, profit centres and investment centres</p> <p>Unit 1: Cost centres: An introduction</p> <p>Unit 2: Cost centres: Coding and responsibility accounting</p> <p>Unit 3: Profit centres</p> <p>Unit 4: Investment centres</p> <p>Summary</p> <p>Apply your learning</p>
Lesson 4: Measuring performance	<p>Welcome to Lesson 4: Measuring performance</p> <p>Unit 1: Performance measurement: An overview</p> <p>Unit 2: The standard hour</p> <p>Unit 3: Efficiency, capacity utilisation and production volume ratios</p> <p>Unit 4: Performance measures for profit centres</p> <p>Unit 5: Performance measures for investment centres</p> <p>Summary</p> <p>Apply your learning</p>
Week summary	Week summary
<p>MA1 Week 2 optional exam questions</p> <p>MA1 Week 2 graded exam questions</p> <p>MA1 Week 2 further optional exam questions</p>	
MA1 Week 3	
Welcome to Week 3	<p>Welcome to Week 3:</p> <p>Source documents, coding and accounting for materials</p>
Lesson 1: Coding systems	<p>Welcome to Lesson 1: Coding systems</p> <p>Unit 1: Coding systems: An introduction</p> <p>Unit 2: Types of coding systems</p> <p>Unit 3: The use of codes in accounting systems</p> <p>Summary</p> <p>Apply your learning</p>
Lesson 2: Procedures for purchasing	<p>Welcome to Lesson 2: Procedures for purchasing</p> <p>Unit 1: Documents for ordering and receiving materials, goods and services</p> <p>Unit 2: Recording the movement of raw materials</p> <p>Unit 3: Stores ledger accounts</p> <p>Unit 4: Coding purchases</p> <p>Unit 5: The material control cycle</p> <p>Summary</p> <p>Apply your learning</p>

Lesson 3: Procedures for recording labour costs and sales income	<p>Welcome to Lesson 3: Procedures for recording labour costs and sales income</p> <p>Unit 1: Recording labour costs</p> <p>Unit 2: Recording and analysing sales invoices</p> <p>Summary</p> <p>Apply your learning</p>
Lesson 4: Accounting for materials	<p>Welcome to Lesson 4: Accounting for materials</p> <p>Unit 1: Calculating material requirements</p> <p>Unit 2: Accounting for material costs</p> <p>Unit 3: Valuing inventory</p> <p>Summary</p> <p>Apply your learning</p>
Week summary	Week summary
<p>MA1 Week 3 optional exam questions</p> <p>MA1 Week 3 graded exam questions</p> <p>MA1 Week 3 further optional exam questions</p>	
MA1 Week 4	
Welcome to Week 4	<p>Welcome to Week 4:</p> <p>Accounting for labour, product costs and overheads</p>
Lesson 1: Accounting for labour	<p>Welcome to Lesson 1: Accounting for labour</p> <p>Unit 1: Direct and indirect labour costs</p> <p>Unit 2: Calculating direct and indirect labour costs</p> <p>Unit 3: Accounting for labour costs</p> <p>Summary</p> <p>Apply your learning</p>
Lesson 2: Employee remuneration, productivity and labour costs	<p>Welcome to Lesson 2: Employee remuneration, productivity and labour costs</p> <p>Unit 1: Remuneration methods 1</p> <p>Unit 2: Remuneration methods 2</p> <p>Unit 3: Reducing unit labour costs</p> <p>Unit 4: Analysing earnings and total labour cost</p> <p>Summary</p> <p>Apply your learning</p>
Lesson 3: Accounting for overheads	<p>Welcome to Lesson 3: Accounting for overheads</p> <p>Unit 1: Overheads and absorption costing</p> <p>Unit 2: Overhead allocation and apportionment 1</p> <p>Unit 3: Overhead allocation and apportionment 2</p> <p>Unit 4: Absorption of overheads</p> <p>Unit 5: Calculating over and under absorption of overheads</p> <p>Unit 6: Comparing absorption costing and marginal costing</p> <p>Summary</p> <p>Apply your learning</p>
Lesson 4: Job costing, batch costing and process costing	<p>Welcome to Lesson 4: Job costing, batch costing and process costing</p> <p>Unit 1: Job costing 1</p> <p>Unit 2: Job costing 2</p> <p>Unit 3: Batch costing</p> <p>Unit 4: Process costing</p> <p>Unit 5: Closing work in progress</p> <p>Summary</p> <p>Apply your learning</p>

Week summary	Week summary
MA1 Week 4 optional exam questions MA1 Week 4 graded exam questions MA1 Week 4 further optional exam questions	
MA1 Week 5	
Welcome to Week 5	Welcome to Week 5: Spreadsheets
Lesson 1: Spreadsheets: an overview	Welcome to Lesson 1: Spreadsheets: an overview Unit 1: Spreadsheet software: An introduction Unit 2: Cells, rows and columns Unit 3: Saving a file with password protection Summary Apply your learning
Lesson 2: Spreadsheet skills 1	Welcome to Lesson 2: Spreadsheet skills 1 Unit 1: Entering, moving and copying data Unit 2: Simple formulae and functions Unit 3: More advanced formulae and functions Summary Apply your learning
Lesson 3: Spreadsheet skills 2	Welcome to Lesson 3: Spreadsheet skills 2 Unit 1: Capturing, editing and manipulating data Unit 2: Formatting numbers, text and cells Unit 3: Protecting cells and linking spreadsheets Summary Apply your learning
Lesson 4: Presenting information using spreadsheets	Welcome to Lesson 4: Presenting information using spreadsheets Unit 1: Error messages Unit 2: Creating charts Unit 3: Displaying and printing spreadsheet content Summary Apply your learning
Lesson 5: Spreadsheets: role, design and limitations	Welcome to Lesson 5: Spreadsheets: role, design and limitations Unit 1: Spreadsheet design Unit 2: The advantages and limitations of spreadsheets Summary Apply your learning
Week summary	Week summary
MA1 Week 5 optional exam questions MA1 Week 5 graded exam questions MA1 Week 5 further optional exam questions	
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Lesson 2: Preparing for exams	Unit 1: Recap Unit 2: Exam and revision tips Unit 3: Optional revision questions
Lesson 3: Practice assessment questions	Unit 1: Practice test
MA1 End of Module optional exam questions MA1 End of Module graded exam questions	

Lesson 4: What next?	Unit 1: Next steps
Course closing section	
Lesson 1: Summing up	Unit 1: Summing up
Lesson 2: What next?	Unit 1: Entering for the exam Unit 2: What comes next Unit 3: Thank you