



FAKULTI PENGURUSAN DAN INDUSTRI HALAL

PROGRAM	Diploma in Technology Management
COURSE NAME	BUSINESS ACCOUNTING
COURSE CODE	DDWP 1013
CREDIT HOUR	3
SYNOPSIS	This course is designed to introduce accounting concepts to students such as accounting equation, double entry system, ledger and journals, types of asset, liabilities and capital. At the end of the course, students should be able to demonstrate and apply knowledge by preparing all common accounts in business, trading and profit and loss report, income statement and statement of financial position. At the end of the course, students should be able to prepare financial statements and perform internal control and check – bank reconciliation and inventory valuation.
COURSE STRUCTURE	
CHAPTER	TOPICS
1	Introduction to financial accounting 1.1 The background and main features of financial accounting 1.2 Accounting concepts and assumptions
2	The accounting equation 2.1 The accounting entity 2.2 SOFP and accounting equation 2.3 Profit reporting 2.4 Revenue and capital expenditure
3	The double entry system and the general ledger 3.1 Bookkeeping versus accounting 3.2 Principles of double entry system 3.3 Effects of business transaction 3.4 Accounts for double-entry



4	The cashbook 4.1 The two-column and three-column cashbook 4.2 Bank overdrafts 4.3 The analytical petty cashbook and the Impress system
5	The Journals 5.1 Sales journal 5.2 Purchases journal 5.3 Sales return and purchases returns 5.4 Cash and trade discounts 5.5 The general journals 5.6 The ledgers
6	The Trial Balance (pre-adjusted) 6.1 The balancing of accounts 6.2 Purposes and preparation of trial balance
7	The Income Statements (trading and P&L account) 7.1 The purpose of trading account 7.2 Gross profit 7.3 Net profit 7.4 Structure of income statements 7.5 The Statement of Financial Position
8	Adjustment: Depreciation of non-current assets 8.1 The nature of depreciation 8.2 Methods of depreciation: Straight line and reducing balance method 8.3 Accounting for depreciation and disposals



<p>9</p>	<p>Adjustment: Bad debts and allowance for doubtful debts</p> <p>9.1 The nature of bad debts</p> <p>9.2 Bad debts recovered</p> <p>9.3 Allowance for doubtful debts</p> <p>9.4 Ledger entries</p>
<p>10</p>	<p>Adjustment: Accruals and Prepayments</p> <p>10.1 The nature of accrued and prepaid expenses, revenues</p> <p>10.2 Ledger entries</p> <p>10.3 Preparation of final financial statements (extract)</p>
<p>11</p>	<p>The preparation of final financial statements</p> <p>11.1 Statements of Comprehensive Income</p> <p>11.2 Statement of Financial Position</p>
<p>12</p>	<p>Bank reconciliation statement</p> <p>12.1 The purpose, completing entries in the cashbook</p> <p>12.2 Terms used in banking</p> <p>12.3 Preparation of bank reconciliation</p>
<p>13</p>	<p>Inventory valuation</p> <p>13.1 The valuation methods – FIFO, LIFO, AVCO</p> <p>13.2 The calculation of profits</p>
<p>References:</p>	<ol style="list-style-type: none"> 1. Frank Wood and Alan Sangster (2018), Business Accounting 1, 14th Edition, Prentice Hall. 2. Andrew Thomas and Anne Marie Ward (2019), Introduction to Financial Accounting, 9th Edition, McGraw Hill.