## Diploma

|  |
| --- |
| TITLE: Accounting Fundamentals |
| Module Code:  Module: Accounting Fundamentals  Year: 2017 |
| 1. Instructional Hours:   Minimum Requirement: 12 hours  Lecture: 12 hours  Project: 6 hours  Private study: 12 hours  Total:  Credit Value: 2 |
| 1. Module Synopsis:   Business accounting consists of three basic activities: identifying, recording and communicating the economic events of a company. Accountants identify economic events such as transactions and investments. Accountants use bookkeeping techniques to systematically record economic events. Finally, accountants use financial statements to present their records to people who use accounting information. Sometimes, accounting might also mean analyzing and interpreting financial statements and explaining the meaning of reported data. |
| 1. Module Objectives   Students will learn how business accounting is important by analyzing income and expenses, which gives an overall picture of the business's financial health and also what bookkeeping is, which is more focused on recording business activity and producing documentation of transactions.  Students will also learn that business accountants manage and produce financial statements, pay taxes for the company, and oversee all necessary financial reporting via internal or outsource to accounting firms.  Students will also learn that it can be a challenging and rewarding field for anyone interested in finance. Learn business accounting by training on the job, or taking courses and classes to learn about the responsibilities and requirements of the job. |
| 1. Learning Outcomes:   Understand The double entry system for assets  Understand Trading and Profit and Loss accounts ( Introduction )  Understand Balance Sheets  Understand Accounting Concepts  Understand Accounts Journal  Understand Book-keeping |
| 1. Assessment Components:   To successfully complete the module students must perform the following:   |  |  |  | | --- | --- | --- | | Components | Weightage | Due Date | | Assignment | 100% | 2 weeks after end of module |  * The nominal word count for this module is 1,200 words. The suggested range is in between 1000-1500 |
| 1. Teaching and learning strategies   Study of this module is by classroom tuition, case-study and independent study.  Teaching media includes:   * PowerPoint * Multimedia Resources * Books references |
| 1. Recommended Reading |

## Detailed Syllabus

|  |
| --- |
| Learning Objectives: |
| 1. What is accounting |
| 3.0 What is Accounting  3.2 Double Entry System  3.3 3 Golden rule of accounting |
| 2. Classification of Account |
| 3.4 Classification of accounts  3.4 Three main statement  3.5 Journal |
| 3. Balance Sheet |
| 3.6 Balance Sheet  3.7 Cash Flow statement |
| 4. Book-Keeping |
| 3.8 Book-keeping and accounting  3.9 Branches of accounting |