


AMOU UNIVERSITY
“A Vehicle for Peace and Development”
AMOU UNIVERSITY



FACULTY OF BUSINESS AND PUBLIC ADMINISTRATION
BACHELOR OF BUSINESS ADMINISTRATION PROGRAMME

ACADEMIC YEAR 2015/ 2016

COURSE DESCRIPTION

ADM 2204	FINANCIAL ACCOUNTING I
Contact Hours	48
Pre-requisite	N/A
Purpose/Aim	The course is designed to provide students with the ability to understand basic concepts of accounting and posting of accounting transactions from primary books to ledgers. Students will also be taught on Preparation and presentation of financial statements and bank reconciliation statements.
Course Objective	The course will help the students to achieve the following objectives: <ul style="list-style-type: none"> ▪ understanding the basic accounting cycle ▪ Prepare original books of accounts ▪ Be able to prepare financial statements ▪ Reconcile bank statements
Indicative Learning Outcomes	Students should be able to <ul style="list-style-type: none"> ▪ Prepare books of accounts and financial statements ▪ Prepare bank reconciliation statements
Intellectual, Practical and Transferable Skills	<ul style="list-style-type: none"> ▪ Problem solving skills ▪ Team work ▪ Communication
Course Content	Definition of accounting, types of accounting information, users of accounting information, the basic accounting concepts/conventions, accounting equations, double entry system, journals and ledgers, trial balance, correction of errors and suspense accounts, cashbook (Double, three columnar and petty cash book), end of year adjustments including depreciation and disposal of noncurrent assets, preparation of financial statements, bank reconciliation statements, accounting for nonprofit making organizations (receipts and payments A/C, income and expenditure A/C and balance sheet)
Learning & Teaching Methodologies	This course will be taught for a total of 45 hours [i.e. three (3) contact hours per week]. Teaching and learning in this course will be through among others, team-teaching; problem-based approaches; student-centered learning; lectures; in class exercises; own readings; take-home



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	assignments and group exercises.		
Instructional Materials/Equipment	<ul style="list-style-type: none"> ▪ Use of case studies ▪ Class discussions ▪ Straight lecture ▪ Group presentations 		
Course Assessment	The assessment method is structured to include coursework and final examination. Coursework consists of assignments, presentations and tests. Each course in the program shall be assessed on the basis course work and final examination represented as		
	Type	Weighting (%)	
	Final Examination	60	
	Mid Term Examination	20	
	Assignment	10	
	Attendance	10	
	Total	100	
	The minimum mark required to pass is 50, this includes course work and final examination. Each course in the program is allowed a maximum of three hours for final examination.		
Recommended Reading	Title	Author	Publisher
	Business Accounting I United kingdom 9 th edition	Frank, W., & Sangster,A.(2000)	Prentice hall
	Business Accounting II United Kingdom, 9 th edition	Frank, w. (2000)	Prentice hall
	Financial accounting fundamentals.	Wild. (2007).	Mc Graw hill
	Fundamental Accounting Principles with Best By Annual Report.	Wild,F. and Shaw,K. (2008)	
Additional Reading	Fundamental Accounting Principles	Wild,J.J. Larson,K.D. and Chiappetta,B. (2006)	
Other Support Material	A variety of multimedia systems and electronic information resources as prescribed by the lecturer. Various manuals, URL search and journals.		