



UNIVERSITI TEKNOLOGI MARA

ACC030: INTRODUCTION TO ACCOUNTING

<b>Course Name (English)</b>	INTRODUCTION TO ACCOUNTING <b>APPROVED</b>
<b>Course Code</b>	ACC030
<b>MQF Credit</b>	3
<b>Course Description</b>	This course is proposed to provide an essential understanding of basic accounting concepts, principles and techniques of double entry system, procedures in preparing final accounts of a sole trader for merchandising and service enterprise. This course aspires to provide students with the basic book keeping knowledge of the total recording process until the preparation of final accounts before adjustment.
<b>Transferable Skills</b>	Reflective learner Resourceful and responsible Responsive
<b>Teaching Methodologies</b>	Lectures, Tutorial, Discussion, Small Group Sessions
<b>CLO</b>	CLO1 Express knowledge on the basic accounting information. CLO2 Identify the effects of business transactions on the accounting equation. CLO3 Identify the various types of documents in the recording process. CLO4 Prepare pre-adjusted financial statements.
<b>Pre-Requisite Courses</b>	No course recommendations
<b>Topics</b>	
<b>1. Introduction to Accounting</b> 1.1) Definition of accounting 1.2) Users of accounting information 1.3) Types of business organization 1.4) Accounting concepts and accountability 1.5) Accounting information system	
<b>2. Accounting Equation and Accounting Classification</b> 2.1) Elements of financial statements 2.2) Accounting equation (basic and expanded) 2.3) Effects of business transactions on the accounting equation 2.4) Double entry rules	
<b>3. The Recording Process</b> 3.1) Accounting cycle 3.2) Source documents 3.3) Types of journal 3.4) Preparation of general journal 3.5) Types of ledger	
<b>4. Trial Balance and Financial Statements (pre-adjustment)</b> 4.1) Objectives and components of financial statements 4.2) Qualitative characteristics of financial statements 4.3) Preparation of Trial Balance 4.4) Preparation of Statement of Profit or Loss 4.5) Preparation of Statement of Financial Position	

Assessment Breakdown		%	
Continuous Assessment		100.00%	

  

Details of Continuous Assessment	Assessment Type	Assessment Description	% of Total Mark	CLO
	Quiz	Quiz	10%	CLO1
	Test	Test 1	20%	CLO2
	Test	Test 2	20%	CLO3
	Written Report	Group assignment	50%	CLO4

  

Reading List	Recommended Text	<ul style="list-style-type: none"> <li>Nichol, E. O., Joseph, C., Noyem, J.A., Ismail, F 2011, <i>Essential of Business Accounting</i>, 3 Ed. [ISBN: 9789673633357]</li> </ul>
	Reference Book Resources	<ul style="list-style-type: none"> <li>Roshayani A., Laily Y. &amp; Siti M. 2007, <i>Financial Accounting, An Introduction</i>, 2 Ed., McGraw Hill [ISBN: 9789833850921]</li> <li>Wood, F. and Sangster, A. 2012, <i>Business Accounting 1</i>, 12 Ed., FT Press [ISBN: 9780273759188]</li> <li>Fatimah Abd Rauf, Amla Abu, Radziah Mahmud, <i>Financial Accounting for Non-accounting Students</i>, 3 Ed. [ISBN: 9789833850013]</li> </ul>

  

<b>Article/Paper List</b>	This Course does not have any article/paper resources
<b>Other References</b>	This Course does not have any other resources