

# AMITY GLOBAL INSTITUTE

## MODULE SYLLABUS

<b>Course</b>	<b>Diploma in Business Management</b>
Module Title	Introduction to Accounting and Finance
Module Syllabus No. (if any)	N IL
Year Offered	2018
Start-Date	May 2018 /September 2018
End-Date	May 2019 /September 2019
Syllabus / Content / Learning Outcomes	<p>On successful completion of the module students will be able to:</p> <p><b>Knowledge and Understanding</b></p> <p>a) Identify the key roles of accountants, financial managers and other managers within the organisational context and recognise the integrative nature of modern business roles</p> <p>b) Understand key rules, concepts and conventions underpinning the production of the major accounting statements and appreciate the form and content of the accounts and annual reports of various business forms</p> <p>c) Describe the fundamental issues regarding the classification and behaviour of organisational costs, together with the rationale for and operation of, budgets and budgetary control systems</p> <p><b>Subject - specific Skills</b></p> <p>d) Record and present financial information in a prescribed format.</p> <p>e) Analyse and draw conclusions from financial information.</p> <p><b>Key Skills</b></p> <p>f) Communicate numerate information effectively, both orally and in writing, using appropriate information technology;</p>
No. of Teaching Hours	<p>Teacher Managed Learning Eg : Lectures : 48 Hrs</p> <p>Student Managed Learning Eg : Tutorials, Seminars etc : 152 Hrs</p> <p>TOTAL = 200</p>
Teaching Methods	Lectures, tutorials, case-studies analysis, research journals and group discussion.
Assessment Methods and Weightages	Written Assessment 1 (1500 Words) – 50% Written Assessment 2 (1500 Words) – 50%
Skills for Maximising Learning Outcomes	Reading and research
Dates of Examinations, Major Assessments and Assignments	<p>Examination Period (not all modules have end-of-semester / year examinations)</p> <p>Indicative: December 2018 &amp; May 2019/ January 2019 &amp; September 2019</p>

Note: All Information provided to Amity will be kept strictly confidential except for those required under statutory requirements and by government authorities and relevant university partners and accreditation bodies as part of the regulatory or course requirements.

## AMITY GLOBAL INSTITUTE

Recommended Text	Students will be issued with a scheme of work and reading \ activity lists at the start of the course. Pre-reading of material before lectures and seminars will be essential if the students are to cover essential knowledge and understanding. Wider reading is also required if students are to remain aware of current issues within the financial environment.  Walter Harrison Charles Horngren Bill Thomas Thiemen Suwardy Introductory Finance and Accounting 9 <sup>th</sup> Edition - Pearsons
Additional Reference Texts (if any)	NIL
Additional Remarks (if any)	NIL

Lesson No.	Learning Outcome
1	The Financial Environment, Introduction Role of the accountant and financial manager
2	Trends in accounting and accountability, Interface with other disciplines
3	Accounting Systems
4	Double entry book keeping Introduction to VAT Ledger packages and other software
5	Measuring and reporting the financial position.
6	Accounting equation
7	The balance sheet Trading, profit & loss account
8	Accounting for depreciation
9	End of year adjustments - bad debt, accruals & prepayments
10	Reporting Cash flows Cash & profit Cash flow forecast
11	Accounting for Different Entities Limited Companies
12	Not-for-profit organisations, Introduction to sources of finance
13	Principles, concepts and conventions
14	Analysis and Interpretation of Financial statements
15	Introduction to Cost and Management Accounting
16	Cost classification, behaviour and Introduction to Budgeting

Note: All Information provided to Amity will be kept strictly confidential except for those required under statutory requirements and by government authorities and relevant university partners and accreditation bodies as part of the regulatory or course requirements.