

# AMITY GLOBAL INSTITUTE

## MODULE SYLLABUS

<b>Course</b>	<b>Diploma in Accounting &amp; Finance</b>
Module Title	Accounting For Business (Elective)
Module Syllabus No. (if any)	NIL
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, basics of accounting equation and its implication on business.</p> <p>b) Understand key rules, concepts and conventions underpinning the preparation of journal. Ledger and final accounts for various business forms</p> <p>c) Describe the fundamental steps in preparation of cash and credit transactions leading to the finalization of entries including general ledger preparation.</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) Prepare and communicate numerate information effectively, both orally and in writing,</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	Examination Period (not all modules have end-of-semester / year examinations) Indicative: December 2018 & May 2019/ January 2019 & September 2019

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.

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Recommended Text	Key Text: Wood, F. & Sangster, A., 2008. Frank Wood's Business Accounting 1. 11th Edition. IFRS Edition. FT Prentice Hall.
Additional Reference Texts(if any)	Atrill, P. & McLaney, E., 2008. Financial Accounting for Decision Makers. 5th ed. FT Prentice Hall.
Additional Remarks (if any)	NIL

Lesson No.	Learning Outcome
1	An Introduction to the Study of Accounting
2	The Accounting Equation
3	The Accounting System and the GST
4	Recording Cash Transactions
5	Control over Cash
6	Recording other Transactions - the General Journal
7	Recording Credit Transactions
8	Control of Credit Transactions
9	End of Period Adjustments
10	Preparation of End-of-Period reports
11	The Complete Accounting Process

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