

Institute of Business Administration (IBA)
Faculty of Business, Economics and Administrative Sciences
University of the Punjab, Lahore
Course Outline



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| Programme | BBA | Course Code | BBA-101 | Credit Hours | 3 |
| Course Title | Fundamentals of Accounting | | | | |
| Course Introduction | | | | | |
| The course has been designed to equip the business students with basic ideas of finance and how it is relevant to accounting practices. | | | | | |
| Learning Outcomes | | | | | |
| On completion of this course, the students will be able to: | | | | | |
| <ol style="list-style-type: none"> 1. Understand the language of accounting and financial reporting. 2. Understand the complete Accounting Cycle. 3. Prepare the Journal, Ledger and subsidiary books. 4. Prepare the balance sheet, profit and loss account and cash flow statement | | | | | |
| Contents | Unit-1 | Accounting and its role | | | |
| | | 1.1 | Development of accounting | | |
| | | 1.2 | Accounting Theory and Conceptual framework | | |
| | | 1.3 | Accounting Defined | | |
| | | 1.4 | Why study Accounting | | |
| | | 1.5 | Financial statements | | |
| | | 1.6 | Major fields of Accounting | | |
| | | 1.7 | Accounting as a Career | | |
| | Unit-2 | Basic Accounting Concepts | | | |
| | | 2.1 | The Entity Concept | | |
| | | 2.2 | The Reliability (or Objectivity) principle | | |
| | | 2.3 | The cost Principle | | |
| | | 2.4 | The Going-Concern Assumptions | | |
| | | 2.5 | The Stable Currency Assumptions | | |
| | | 2.6 | Ethics-the-Most Fundamental Principle of Accounting | | |
| | | 2.7 | Qualitative characteristics of Financial statements | | |
| | Unit-3 | The recording process | | | |
| | | 3.1 | The Recognition Issue | | |
| | | 3.2 | The Valuation Issue | | |
| | | 3.3 | The Classification Issue | | |
| | 3.4 | The Recording Process | | | |
| | 3.5 | Analysis of Transaction | | | |
| | 3.6 | The Journal | | | |
| | 3.7 | The Ledger | | | |
| | 3.8 | Balancing the Accounts | | | |
| Unit-4 | Preparation of Financial Statements | | | | |
| | 4.1 | Preparing Trial Balance | | | |
| | 4.2 | Locating and correcting errors in recording process | | | |
| | 4.3 | Preparing Profit and Loss Account and Balance Sheet | | | |
| Unit-5 | The Adjusting and Closing Entries | | | | |
| | 5.1 | Need for Adjusting Entries | | | |
| | 5.2 | Recording adjusting entries | | | |
| | 5.3 | Preparing adjusted trial balance | | | |
| | 5.4 | Recording closing entries | | | |

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| | 5.5 | Preparing post-closing trial balance |
| | 5.6 | Preparing work-sheet |
| | 5.7 | Preparation of Financial Statements |
| Unit-6 | | Accounting for Trading Organization |
| | 6.1 | The Purchase function |
| | 6.2 | Accounting for purchases and sales |
| | 6.3 | Return and allowances |
| | 6.4 | Periodic system |
| | 6.5 | Perpetual system |
| | 6.6 | Worksheet |
| | 6.7 | Preparation of financial statements |
| | 6.8 | Departmental accounts |
| Unit-7 | | Accounting Systems |
| | 7.1 | Developing a system |
| | 7.2 | Subsidiary journals |
| | 7.3 | Subsidiary ledgers |
| | 7.4 | Cash book |
| | 7.5 | Petty cash book |
| | 7.6 | Control accounts |
| Unit-8 | | Cash and Temporary Investment |
| | 8.1 | Nature and composition of cash |
| | 8.2 | Cash management and control |
| | 8.3 | Maintaining bank account |
| | 8.4 | Bank reconciliation |
| | 8.5 | Short term investments |
| Unit-9 | | Accounting for Debtors and Stock |
| | 9.1 | Accounting treatment of bad debts |
| | 9.2 | Direct write-off method |
| | 9.3 | Aging schedule |
| | 9.4 | Percentage of sales method |
| | 9.5 | Recoveries of bad debts |
| | 9.6 | Stock |
| | 9.7 | Measurement of stock quantity |
| | 9.8 | Measurement of stock cost |
| | 9.9 | Perpetual stock system |
| | 9.10 | Periodic stock system |
| Unit-10 | | Accounting for Property, Plant and Equipment |
| | 10.1 | Property, Plant and equipment |
| | 10.2 | Lump-sum purchase |
| | 10.3 | Subsequent expenditure |
| | 10.4 | Depreciation methods |
| | 10.5 | Revaluation |
| | 10.6 | Review of useful life |
| | 10.7 | Intangible assets and amortization |
| | 10.8 | Wasting assets and depletion |

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| Teaching & Learning Strategies | A combination of lecturing, presentations, and discussions will be used to conduct the course. Students will be expected to read extensively ahead of each class session and actively participate in discussions and practical work. |
| Assignments | Written assignment (10 marks), presentation (5 marks) and Quiz (10 marks) |
| Textbooks and Reading Material | <p>Bettner, M., Williams, J., Haka, S., & Carcello, J. (2014). <i>Financial & managerial accounting</i>. Tata McGraw-Hill.</p> <p>Khan, A. (1999). <i>Financial accounting: Managerial perspective</i>. Anas Publishers.</p> <p>Williams, J. R., Haka, S. F., Bettner, M. S., & Carcello, J. V. (2017). <i>Financial and managerial accounting</i>. McGraw-Hill.</p> <p>Wood, F., & Sangster, A. (2018). <i>Frank Wood's business accounting</i> (12th ed., Vol. 1). Pearson Education</p> |