

1.	Ownership: United Vision Academy (Pusat Latihan UVA JZ4B008)
2.	Name of Course: Certificate In Bookkeeping & Accounting
3.	Course Code: CIBA1008 (updated: Jun 2021)
4.	Name(s) of academic staff: Mike Tay, FCCA.
5.	<p>Rationale for the inclusion of the course in the programme</p> <p>This introductory course in financial accounting develops knowledge and understanding of the basic concepts and principles of accounting. The course exposes students to the accounting cycle, preparation of basic financial statements and the role of accounting information in the economic decision making process. It provides the foundation for further study in financial accounting and reporting at later part of the diploma or professional accounting programme.</p>
6.	<p>Objectives</p> <ul style="list-style-type: none"> • To develop knowledge and understanding of the basic concepts and principles of accounting. • To demonstrate understanding of the elements of financial statements - assets, liabilities, equity, income, and expenses. • To develop and understanding of the accounting cycle and the ability to prepare basic financial statements for a sole proprietorship, and company. That from Bookkeeping to Accounting process. • To identify, recognise and understanding of accounting adjustment.
7.	<p>Learning outcomes</p> <p>At the end of this course, students are able to:</p> <ul style="list-style-type: none"> • Demonstrate understanding of the basic concepts and principles of accounting; • Explain the purpose of financial statements and the role of accounting information in the economic decision making process; • Explain the fundamental qualitative characteristics of useful financial information - relevance, materiality and faithful representation; • Demonstrate understanding of the elements of financial statements – assets, liabilities, equity, income and expenses; • Explain the accounting cycle and use the double entry accounting system to record business transactions; • Describe the internal control procedures for cash including bank reconciliations;

8.	Teaching-learning and assessment strategy		
	<ul style="list-style-type: none"> • Lecture and presentation / Tutorials • Total contact hours planned 6 lessons x 3 hours = 18 hours 		
9.	Synopsis		
	<p>This course provides an introduction of concepts and principles of financial accounting, and the role of accounting information in the economic decision making process. The course familiarises students with the accounting concepts, its cycle and the double entry accounting system. The main areas of study include accounting for receivables and payables, and the preparation of basic financial statements. It also deals with basic depreciation and bank reconciliation preparation.</p>		
10.	Mode of Delivery		
	<ul style="list-style-type: none"> • Lecture • Tutorials 		
11.	Content outline of the course and the contact hours per topic		
	Topic	Lecture	
		LH	
	1. Accounting in Business <ul style="list-style-type: none"> • Types of business entities <ul style="list-style-type: none"> – Sole proprietorship, partnership, limited company • Stakeholders in a business organisation • The accounting function within a business organisation • Role of accounting information in the economic decision making process 	3	
	2. Introduction to Accounting Concepts <ul style="list-style-type: none"> • Definition of accounting • Purpose of financial statements • Fundamental qualitative characteristics of useful financial information <ul style="list-style-type: none"> – Relevance, materiality, faithful representation • Elements of financial statements <ul style="list-style-type: none"> – Assets, liabilities, equity, income and expenses • The accounting equation • The accounting cycle • Cash basis and accrual basis of accounting • Set of financial statements <ul style="list-style-type: none"> – Statement of financial position, statement of profit & Loss (Income Statement) • Generally accepted accounting principles (GAAP) 	3	

	3. Double-entry Accounting System <ul style="list-style-type: none"> • Concept of double-entry accounting • Types of business transactions and source documents • Types of ledger accounts • Journals and posting of journal entries 	3	
	4. Recording of Transactions <ul style="list-style-type: none"> • Sales and purchases <ul style="list-style-type: none"> – Sales and purchases returns – Discounts allowed and discounts received • Cash including petty cash • Property, plant and equipment (PPE) <ul style="list-style-type: none"> – Depreciation expense and accumulated depreciation • Accruals and prepayments <ul style="list-style-type: none"> – 	3	
	5. Trial balance and Adjustment of Accounts <ul style="list-style-type: none"> • Preparing unadjusted trial balance • Bank reconciliations • Preparing adjusted trial balance 	3	
	6. Preparation of Financial Statements <ul style="list-style-type: none"> • Preparation and presentation of balance sheet (Statement of Financial Position) and income statement (Statement of Profit or Loss) 	3	
	Total	18	
12.	Other additional information Upon completion of this program / course Students will be able to join as Assistance Account Executive, Admin Executive or Office administration duties. Students are able to further to next relevant qualifications with LCCI, ACCA and college Diploma level in accounting. This will create opportunities to change career path as well.		
13.	For Inquiries, please contact: United Vision Academy (201701015545) JB: 22-01, 20-01 & 20-02, Jalan Pertama 1, Pusat Perdagangan Danga Utama, 81300 Skudai. Johor Bahru. Tel: +607-5578816, +607-5576066, +6011-58660268 <u>KL</u> : 6-L2-01, Menara PGRM, Tower 2, Level 2. No: 6, Jalan Pudu Ulu, Cheras 56100 Kuala Lumpur. Malaysia: Tel: +603-92028686, +6011-5866-0268, +6012-7725077 Website: www.uvacademy.edu.my Facebook: United Vision Academy. Email: info@uvacademy.edu.my		