

## **DBS SCHOOL OF BUSINESS**

### **LJMU DEGREE PROGRAMMES**

#### **MODULE PROFORMA**

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**Module Title: Accounting**

**Level: 1**

Assessment: Continuous Assessment: 30%

Examination: 70%

Prerequisites: None

Credits: 10

#### **Objectives:**

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- To equip students with basic understanding of the principles and concepts of financial and cost accounting.
- To enable students to prepare financial information in order to meet internal and external reporting requirements.
- To enable students to present basic financial statements in accordance with generally accepted accounting principles.

#### **Learning Outcomes:**

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On completion of this module students will be able to:

- Understand and apply the basic principles and concepts of accounting.
- Record, handle and summarise accounting data.
- Prepare financial statements for sole traders, clubs, partnerships and basic limited companies.
- Interpret and use financial statements and financial information.
- Demonstrate application of basic costing techniques as an aid to management in planning, control and decision-making.

#### **Syllabus:**

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##### **Introduction**

- Purposes of accounting. Financial accounting versus management accounting. Users of accounting statements and their needs. Principles and concepts underlying accounting statements. Introduction to Accounting systems (manual and computerised).

##### **Accounting Procedures and Systems**

- Double entry method of book-keeping. Books of prime entry. Trial balance. Accruals and prepayments. Bad debts. Fixed assets. Control and suspense accounts. Bank reconciliations.

##### **Preparation and Presentation of Financial Statements**

- Final accounts of a sole trader, and limited company. Incomplete records. Income & expenditure and receipts & payments accounts. Cash flow statements.

##### **Analysis and Interpretation of Financial Statements**

- Calculation and interpretation of accounting ratios.

##### **Cost Accounting**

- Introduction to Cost and Management Accounting. Information requirements of the accounting function in a business. Scope, purpose, methods and types of costing. Introduction to concepts of budgeting.