



## QURTUBA UNIVERSITY

Of Science and Information Technology

D.I Khan, Peshawar Khyber Pakhtunkhwa, Pakistan.

<b>Course Name</b>	<b>Financial Accounting I</b>
<b>Course Code</b>	<b>ACC101</b>
<b>Semester</b>	<b>First</b>
<b>Credit Hours</b>	<b>03</b>
<b>Total Weeks</b>	<b>16/18</b>
<b>Total Hours</b>	<b>48/54</b>
<b>Total Marks</b>	<b>100</b>
<b>Pre-requisite</b>	<b>None</b>

### Course Objectives

- In this subject student will be able to understand the basic accounting terms & concepts and flow of transaction i.e. occurrence of an event --voucher –General Journal – General Ledger—Trial Balance--Adjusted Trial Balance—Profit & Loss Account – Balance Sheet. Moreover, student will study different types of business and how to maintain the financial statements for these three forms of business. Different methods of depreciation, Revaluation of fixed assets, Bank Reconciliation Statement, Control Accounts Rectification of Error and Financial ratios will also learn by students at successful completion of this subject.

### Grading Criteria

<b>Distribution</b>	<b>Weight</b>
Quizzes, Assignments, and class participation	10
Mid Term	20
Final Term	70
Total	100

### Recommended Books

- Principle of Accounting by MA Ghani (2001).
- Ilmi College Accounting By Ch. Rehmat Ali Aitamad

## WEEK WISE BREAKDOWN

<b>Week</b>	<b>Description</b>
<b>1,2&amp;3</b>	<b><u>Introduction</u></b> <ul style="list-style-type: none"><li>• Book-Keeping<ul style="list-style-type: none"><li>• Definition</li><li>• Objects of Book-Keeping</li><li>• Double Entry Book-Keeping</li><li>• Advantages and Disadvantages of Double Entry Book-Keeping</li></ul></li><li>• Accounting Definition</li><li>• Accounting Mechanics</li><li>• Accounting Terms</li><li>• Branches of Accounting</li><li>• Function of Accounting</li><li>• Parties Interested in Accounting Information</li><li>• System of Accounting</li><li>• Accounting Cycle</li><li>• Classes of Accounts<ul style="list-style-type: none"><li>• Personal Accounts</li><li>• Nominal Accounts</li><li>• Real Accounts</li><li>• Valuation Accounts</li><li>• Rules for Debit &amp; Credit.</li></ul></li></ul>
<b>4&amp;5</b>	<b><u>Accounting Concept and Conventions</u></b> <ul style="list-style-type: none"><li>• The Business Entity Concept</li><li>• The Money Measurement Concept</li><li>• The Dual Aspect Concept</li><li>• The Going Concern Concept</li><li>• The Periodicity Concept</li><li>• The Consistency Concept</li><li>• The Materiality Concept</li><li>• The Historical Cost Concept</li><li>• The Conservatism Concept</li><li>• The Realization Concept</li><li>• The Accrual Concept</li><li>• The Matching Concept</li></ul>
<b>6,7&amp;8</b>	<b><u>Journal and Ledger</u></b> <ul style="list-style-type: none"><li>• Journal<ul style="list-style-type: none"><li>• Meaning of Journal</li><li>• Advantages of Journal</li><li>• Sub-Division of Journal</li></ul></li><li>• Ledger<ul style="list-style-type: none"><li>• Meaning</li><li>• Advantages</li><li>• Method of Positing</li><li>• The trial Balance</li></ul></li><li>• Meaning</li><li>• Defects of a Trial Balance</li></ul>

	<ul style="list-style-type: none"> <li>• Errors disclosed by a trial Balance</li> <li>• Errors which are not disclosed by the trial Balance</li> <li>• Construction of a Trial Balance <ul style="list-style-type: none"> <li>• Trial Balance with balances</li> <li>• Trial balance with totals</li> <li>• Trial balance with balances and total</li> </ul> </li> <li>• Rules for preparing the Trial Balance form given ledger Balance</li> <li>• Treatment of Closing Stock in Trial Balance</li> <li>• The Adjusted Trial Balance</li> </ul>
<b>Two Assignments + Two Test</b>	
<b>Mid Term Exam</b>	
<b>9&amp;10</b>	<u><b>Cash Book</b></u> <ul style="list-style-type: none"> <li>• Meaning</li> <li>• Advantages</li> <li>• Kinds of Cash book <ul style="list-style-type: none"> <li>• Single Column Cash Book</li> <li>• Double Column Cash Book</li> <li>• Three Column Cash Book</li> </ul> </li> <li>• Cash Deposited into Bank by office</li> <li>• Cheque Drawn for office cash</li> <li>• Type of Discount and their treatment in Cash Book <ul style="list-style-type: none"> <li>• Trade Discount</li> <li>• Cash Discount</li> </ul> </li> <li>• Petty Cash Book</li> <li>• Cash book as only book of Original Entry</li> </ul>
<b>11&amp;12</b>	<u><b>Bank Reconciliation Statement</b></u> <ul style="list-style-type: none"> <li>• Meaning</li> <li>• Advantages</li> <li>• Need for Bank Reconciliation</li> <li>• Causes of Disagreement</li> <li>• Preparation of Bank Reconciliation statement</li> </ul>
<b>13&amp;14</b>	<u><b>Capital and Revenue Expenditure</b></u> <ul style="list-style-type: none"> <li>• Capital Expenditure <ul style="list-style-type: none"> <li>• Meaning</li> <li>• List of Capital Expenditure</li> </ul> </li> <li>• Revenue Expenditure <ul style="list-style-type: none"> <li>• Meaning</li> <li>• List of Revenue Expenditure</li> </ul> </li> <li>• Distinction Between Capital and Revenue Expenditure</li> <li>• Capitalized or Deferred Revenue Expenditure</li> <li>• Capital and Revenue Receipts</li> <li>• Capital and Revenue Payment</li> <li>• Capital and Revenue Profit</li> <li>• Capital and Revenue Losses</li> </ul>
<b>15&amp;16</b>	<u><b>Financial Statement</b></u> <ul style="list-style-type: none"> <li>• Meaning</li> <li>• Advantages</li> <li>• Type of Financial Statement <ul style="list-style-type: none"> <li>• Income Statement</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>• Balance Sheet</li> <li>• Preparation of Financial Statements</li> </ul>
<b>Two Assignments + Two Test+ Presentation</b>	
<b>Final Term</b>	

**Learning Outcomes:**

- Use accounting and business terminology, and understand the nature and purpose of generally accepted accounting principles (GAAP).
- Explain the objective of financial reporting, the elements of the financial statements, and the related key accounting assumptions and principles.
- Define and distinguish between cash basis and accrual basis accounting and the impact of each on the financial statements.
- Recognize the information conveyed in each of the four basic financial statements and the way it is used by investors, creditors, regulators, and managers