

**KARACHI UNIVERSITY BUSINESS SCHOOL  
UNIVERSITY OF KARACHI**

**BBA - I (HONS.)**

**Course title : PRINCIPLES OF ACCOUNTING**

**Course Number : BA(H) – 331**

**Credit Hours : 03**

**Objective**

This course basically deals with fundamentals of accounting. The of this course is to provide the students with an applied knowledge of accounting of accounting concepts, principles, procedures, systems for preparation of financial statement, accounting treatment of current assets and liabilities and intangible assets. Students should become adept at classifying problems, situations and applying the required accounting principles.

**Course Contents**

**1. Introduction of Accounting, Accounting Concepts and Principles**

- 1.1. Basic Principles of Accounting
- 1.2. Concepts and Conventions underlying Accounting Statements (GAAP)
- 1.3. The Impact of International Accounting Standards as Applicable in Pakistan, Introduction to IAS and their Application.
- 1.4. Methods of Assets Valuation and their Impact on Income Statement and Balance Sheet.

**2. Accounting Procedures and systems**

- 2.1. Principles of Double Entry Book Keeping
- 2.2. Accrual-Based Accounting System
- 2.3. Adjusting, Closing and Reversing Entries
- 2.4. Methods of Keeping and Presenting Books of Prime Entry (Cash Book, Petty Cash Book, Sales Journal, Purchase Journal, Purchase and Sales Return Journal etc).
- 2.5. Principle and Subsidiary Ledgers
- 2.6. Trial Balance
- 2.7. Impact of Accounting Standards
- 2.8. Classification of Expenditure between Capital and Revenue
- 2.9. Prepayments and Adjustments
- 2.10. Accounting Cycle and their Steps.
- 2.11. Preparation of Worksheet

**3. Financial Statements**

- 3.1. Definition and Scope of Financial Accounting
- 3.2. Account of Manufacturing and Trading Concerns
- 3.3. Components of Financial Statements Like
- 3.4. Income Statement for Merchandising and Service Business
- 3.5. Balance Sheet
- 3.6. Cash Flow Statement as per International Accounting Standards (IAS-1) (Revised)

**4. Cash Control and Financial Assets**

- 4.1. Financial Assets and their Recognition
- 4.2. Cash Management
- 4.3. Internal Control
- 4.4. Control of Receipts and Payments
- 4.5. Petty Cash System
- 4.6. Bank Reconciliation Statement and Adjusting Entries
- 4.7. Voucher System
- 4.8. Voucher Register and Cheque Register

## **5. Receivables and Payables**

- 5.1. Nature of Receivables and Payables
- 5.2. Purpose and form of Bill of Exchange
- 5.3. Basis of Estimating Charges for Bad Debts Adjustments.

## **6. Fixed Assets - Tangible**

- 6.1. Definition and Calculation of Initial Cost of a Fixed Assets and apply this to various Examples of Expenditures Distinguishing between Capital and Revenue Items.
- 6.2. Subsequent Expenditures that may be Capitalized
- 6.3. Accounting for Gains and Losses on Disposal of Assets
- 6.4. Methods and Calculations of Depreciation like Straight Line, Diminishing Balance, Units of Production, Sum of the Years Digit Method, Units Hours Work Method as per International Accounting Standard (IAS-16)

## **7. Intangibles**

- 7.1. Nature and Composition of Intangible Assets
- 7.2. Accounting Treatment for Intangible Assets

## **Recommended Books**

- 1. Robert Meigs, Jan R. Williams, Susan F. Haka S. Bettner "Accounting" McGraw Hill, 10<sup>th</sup> Edition.
- 2. Horngren, Harrison, Robinson, "Accounting", 3<sup>rd</sup> Edition, Prentice Hall Inc. 1995