<table>
<tr><td>Course title</td><td colspan="5">Accounting I</td></tr>
<tr><td>Course Code</td><td colspan="5">CACC-100</td></tr>
<tr><td>Course type</td><td colspan="5">Required</td></tr>
<tr><td>Level</td><td colspan="5">Diploma</td></tr>
<tr><td>Year / Semester</td><td colspan="5">1st Year / 1st Semester</td></tr>
<tr><td>Lecturer</td><td colspan="5">TBA</td></tr>
<tr><td>ECTS</td><td>6</td><td>Periods / Week</td><td>3</td><td>Practical / Week</td><td>N/A</td></tr>
<tr><td>Aims of the Course</td><td colspan="5">The aim of this course is to introduce accounting as an indispensable part of business activities from different industrial domains and as a basis, upon which important decisions are planned, analyzed and implemented. Students will become familiar with a number of fundamental stakeholders in accounting such as managers, investors and creditors.</td></tr>
<tr><td>Learning Outcomes</td><td colspan="5">Upon successful completion of the course, students will be able to:<br>1. Describe basic principles underlying the recording of business transactions and preparation of accounts for sole traders.<br>2. Explain assessment of the financial position of an organization drawn from final accounts.<br>3. Give original examples of accounts in a clear, metrological manner and to understand the accounts that a person is likely to meet in everyday life.<br>4. Discuss everyday accounts of an organization and explain them to a person without accounting knowledge.</td></tr>
<tr><td>Prerequisites</td><td colspan="2">NONE</td><td colspan="2">Core Prerequisites</td><td>NONE</td></tr>
<tr><td>Course Content</td><td colspan="5">1. Basic accounting equation<br>2. Double entry system. Asset, liability, capital<br>3. Double entry. Revenues and expenses<br>4. Purchase and sale of goods/returns<br>5. Balancing the accounts<br>6. The ledger and its possible sub-divisions. The distinction between personal, real and nominal accounts<br>7. The journal proper. Books of original entry<br>8. Trade and Cash discounts<br>9. Introduction to Final accounts<br>10. The extraction of the Trial Balance<br>11. Bank Reconciliation statement<br>12. Types of errors and their effect upon the Trail Balance and on Net Profit , Correction of errors</td></tr>
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<tr><td></td><td>13. Adjustments to final accounts. Accruals, depreciation, prepayments and control accounts. Vertical presentation of final accounts</td></tr>
<tr><td>Course Delivery</td><td>The course is delivered through lectures, discussion, assignments, presentations, case studies and laboratory applications.</td></tr>
<tr><td>Bibliography</td><td>Weygandt, J.J., Kimmel, P.D., Mitchell, J.E. (2021). Accounting Principles, 14th Edition. Wiley.<br><br>Atrill, P., McLaney, E. (2022). Financial Accounting for Decision Makers, 10th Edition. Pearson Education. Gowthorpe, C. (2021). Business Accounting and Finance, 5th Edition. Cengage.</td></tr>
<tr><td>Evaluation</td><td>
<table>
<tr><td>50 %</td><td>Final Exam</td></tr>
<tr><td>0 – 40 %</td><td>Mid –Term / Tests / Quizzes</td></tr>
<tr><td>0 – 30 %<br><br>0 – 20 %</td><td>Assignments / Projects<br><br>Homework</td></tr>
<tr><td>0 – 10 %</td><td>Class Attendance & Participation</td></tr>
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<tr><td colspan="4">Estimated student’s work time distribution in hours:</td></tr>
<tr><td colspan="2">Contact hours</td><td colspan="2">Student’s private time</td></tr>
<tr><td>Lecture</td><td>39</td><td>Private study</td><td>39</td></tr>
<tr><td>Mid-Term Test</td><td>1</td><td>Homework / Assignments / Projects</td><td>42</td></tr>
<tr><td>Final Exam</td><td>2</td><td>Test preparation</td><td>9</td></tr>
<tr><td></td><td></td><td>Final Exam Preparation</td><td>18</td></tr>
<tr><td>Total:</td><td>42</td><td>Total:</td><td>108</td></tr>
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<tr><td>Language of instruction</td><td>ENGLISH</td></tr>
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