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| Course unit title:                       | Introductory Accounting II  |                |      |
| Course unit code:                        | ABSA 102  |                |      |
| Type of course unit:                     | Compulsory  |                |      |
| Level of course unit:                    | Bachelor (1st Cycle)  |                |      |
| Year of study:                           | 1   |                |      |
| Semester when the unit is delivered:     | 2 (Spring)  |                |      |
| Number of ECTS credits allocated :       | 6   |                |      |
| Name of lecturer(s):                     | Dr. Andreas K. Georgiou, Dr. Christos Mina  |                |      |
| Learning outcomes of the course unit:    | <ol style="list-style-type: none"> <li>1. Prepare final accounts for manufacturing businesses and partnerships.</li> <li>2. Apply the principles of double entry and prepare accounts from incomplete records.</li> <li>3. Being able to apply control accounts as a means for detecting errors in accounts.</li> <li>4. Understanding and applying journal entries to correct errors in accounting records.</li> <li>5. Being in a position to interpret statements for unincorporated businesses. Compare the differences between how firms perform in terms of their financial performance and financial position.</li> <li>6. Understanding the reporting requirements of non-profit organisations and being able to prepare accounts for non-profit organisations.</li> </ol>  |                |      |
| Mode of delivery:                        | Face-to-face  |                |      |
| Prerequisites:                           | ABSA 101  | Co-requisites: | None |
| Recommended optional program components: | None  |                |      |
| Course contents:                         | <ul style="list-style-type: none"> <li>• It is assumed the content of the module ABSA 101 is carried forward to this module.</li> <li>• <b>Journal entries, correction of errors and suspense account:</b> Preparing journal entries with codes that could be used in computerised systems. Understanding and applying journal entries to correct errors in the accounting records. Understand the reason for suspense accounts and being able to carry out accounting entries for the suspense account. Preparing statements showing the corrected profit where there are errors in the accounts. Identify and explain the types of error and how they affect the trial balance.</li> <li>• <b>Control accounts:</b> Understand the purpose of control accounts for the accounts receivable and accounts payable. Prepare the control reconciliations for the accounts receivable ledger and accounts payable ledger.</li> <li>• <b>Incomplete records:</b> Understand and apply techniques used in incomplete records situations such as: the statement of financial position approach to calculate profit; the use of control accounts to calculate missing figures; the use of cash and bank summaries and, using ratio analysis to calculate missing figures.</li> <li>• <b>Non-profit organisations:</b> Identify the main sources of income for non-profit organisations. Contrast the capital accounts with the accumulated funds reserve. Prepare the Income and Expenditure Account and Statement of Financial Position for non-profit organisations.</li> <li>• <b>Manufacturing accounts:</b> Understanding their purpose and constructing</li> </ul> |                |      |

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|   | <p>manufacturing accounts.</p> <ul style="list-style-type: none"> <li>• <b>Introduction to ratio analysis:</b> Examine the purpose and importance of interpreting financial statements. Examination of key ratios for the financial performance (profitability) and financial position of a firm (liquidity, solvency and efficiency). Calculate key ratios and based on the data interpret the performance of firms.</li> <li>• <b>Introduction to inventory valuation:</b> Identify and examine methods for carrying out inventory valuation. Understand and apply the relevant accounting standard for valuing inventory.</li> <li>• <b>Introduction to partnership accounts:</b> Examine the legal framework of partnerships. Understand and prepare statements of profits of a partnership and a statement of financial position. Understand and prepare: the appropriation account of the partnership; the partners' capital accounts and, partners' current accounts.</li> <li>• <b>Introduction to limited company accounts:</b> Understand the differences between sole trader and limited company accounts. Be in a position to explain the purpose and characteristics of each component of the company's capital and reserves.</li> </ul> |
| Recommended and/or required reading:              | F Wood and A Sangster, <b>Business Accounting: Volume I</b> , 13 <sup>th</sup> Edition, Pearson, 2015.  |
| Textbooks:  | F Wood and A Sangster, <b>Business Accounting: Volume I</b> , 13 <sup>th</sup> Edition, Pearson, 2015.  |
| References:                                       | <p>Pauline Weetman, <b>Financial &amp; Management Accounting: An introduction</b>, 7<sup>th</sup> Edition, 2015, Pearson.</p> <p>Kaplan Publishing, <b>ACCA Paper F3 (INT) Financial Accounting (FA) Complete Text</b>, Latest Edition, Kaplan Publishing.</p>  |
| Planned learning activities and teaching methods: | <p>The taught part of course is delivered to the students by means of lectures, conducted with the help of computer presentations. Lecture notes and presentations are available through the web for students to use in combination with the textbooks.</p> <p>Lectures are supplemented with class exercises carried out in class and via homework.</p>  |
| Assessment methods and criteria:                  | <ul style="list-style-type: none"> <li>• Assignments 20%</li> <li>• Tests: 20%</li> <li>• Final Exam 60%</li> </ul>   |
| Language of instruction:                          | English   |
| Work placement(s):                                | No  |