**Jubail University College**

**Department of Business Administration**

 **COURSE SYLLABUS - SEMESTER 332**

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| **Course Code & Number** |  **BUS 121** |
| **Course Title Skill**  |  **Accounting 1** |
| **Instructor**  | **Malak Saleh AL-Ruqaie** |
| **Office Location**  | Room 423 |
| **Office Hours**  | **Day** | **Periods** |
| Saturday  | **4,5,6** |
| Sunday | **1,2,3** |
| Monday  | **1,2** |
| Tuesday  | **1,2,3** |
| Wednesday  | **1,2,3** |
| **Office Phone** | 03-3459000 Extension: 3661 |
| **Email**  | ruqaiem@ucj.edu.sa |
| **Personal Webpage** | <http://ruqaiem.weebly.com>  |
| **Sections** | **202** |
| **Class hours** | Saturday |  |
| Sunday | **4.5.6** |
| Monday |  |
| Tuesday | **4.5** |
| Wednesday |  |
| **Prerequisites** | **1. [MATH 113] Math for Management I****2. [CS 002] Introduction to computer application** |
| **Course Rationale** | Accounting is the most popular area of study worldwide with an enormous career opportunity. Having an idea about the Financial Accounting and an ability to read financial statements for decision making is imperative for every businessperson. This course introduces basic accounting principles and practices, including the accounting cycle, use of the general and special journals, general ledgers, and financial statements, banking transactions and adjusting and closing entries for merchandise inventory. |
| **Course Objectives** | 1. Student will be able to read and understand basic financial statements.
2. Student will be able to recognize the underlying financial accounting relationships implicit in their construction.
3. The course will take the student through the various stages of preparing financial accounting information with goals and methods of Generally Accepted Accounting Principles (GAAP).
4. This course will concentrate on fundamental principles and concepts which will allow the student to acquire a holistic comprehension of the art of Accountancy.

NEEDS AND RESOURCESTo successfully complete this course, you must * Know the basic mathematical calculations, use of simple calculator and an understanding of computer use.
* Be able to read and understand the instructions in the text book and other subject related text materials.
* Understand the instruction in the class and follow them.
* Dedicate hard work, Continuous practice and discussion with colleagues and lecturer.
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| **Methods of Instruction** | Lecture, Class Presentation and Student Participation.Practical lab work on appropriate Accounting software. |
| **Required Textbook** |  Text Book: Weygandt, Kieso, and Kimmel 10th ed. 2010. “Accounting Principles”. John Wiley & Sons, Inc. ISBN: 470409466 |
| **Proposed Websites** | 1. <http://bcs.wiley.com/he-bcs/Books?action=contents&itemId=0471980196&bcsId=3565>
2. <http://www.learnerstv.com/Free-Management-Video-lectures-ltv034-Page1.htm>
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| **Grading Scheme** | Your final grade will be derived from the weekly assignments and a total of two exams.   Any exam not taken as scheduled will result in a zero.  All assignments submitted after the due date will be subject to a 10-point penalty.  Computation of the final grade for theory will be as follows:Quizzes 20%Assignments 20%Midterm Examination 20%Final Examination 40%Total 100%For the Practical the final grade would be calculated as below:Midterm 40%Final 60%Total 100%Note: For the Final course grade 70% weight would be given to theory and 30% weight to practical. |

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| **Jubail University College Grading Scale** |
| **Total Points** | **Letter Grade** | **Percentage** | **Grade Point** |
|   | A+ | 95-100% | 4.0 |
|   | A | 90-<95% | 3.75 |
|   | B+ | 85-<90% | 3.5 |
|   | B | 80-<85% | 3.0 |
|   | C+ | 75-<80% | 2.5 |
|   | C | 70-<75% | 2.0 |
|   | D+ | 65-<70% | 1.5 |
|   | D | 60-<65% | 1.0 |
|   | F | 0-<60% | 0.0 |
|   | W | Withdrawal  | N/A |
|   | WP | Withdrawal while Pass  | N/A |
|   | WF | Withdrawal while Fail  | 0.0 |
|   | DN | Denial | 0.0 |
|   | I | Incomplete | N/A |
|   | P | Pass | N/A |

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| **Accounting 1 Course Outline (Theory)** |
| **Week No.**  | **Text Chapters**  | **Topic**  | **Focus**  |
| 1  | 1  | Introduction to Course  | Introduction, three activities, GAAP, Principles and Assumptions  |
| 2  | 1 | Accounting Equation  | Basic Accounting Equation, Transaction Analysis and Summary  |
| 3  | 1  | Financial Statements  | Income Statement, Owner’s Equity Statement, Balance Sheet  |
| 4&5  | 2 | The Recording Process Ledger  PostingTrial Balance | Debit & Credit Rule, Journal, Ledger Account,  Journalizing, Posting and Trial Balance, Locating errors. |
| **QUIZ 1 (Week 4 or 5)** |
| 6 | 3  | Adjusting the Accounts(Adjusting Entries) | Basis of Adjusting entries, Types of Adjusting entries. |
| 7 | 3  | Adjusting the Accounts | Adjusted Trial Balance and Financial Statements. |
| **MID TERM THEORY EXAM (Week 8)** |
| **9** | 4 | Completing the Accounting Cycle | Worksheet, Closing entries and Summary of Accounting Cycle. |
| 10 | 5  | Accounting for Merchandising Operations | Operating cycles, Inventory systems, Purchase & Sale of Merchandise |
| 11  | 5  | Accounting for Merchandising Operations  | Adjusting and closing entries, Forms of Financial Statements  |
| 12&13 | 8 | Fraud, Internal Control & CashBank Reconciliation Statement |  Fraud, Cash Control, Use of Bank Reconciliation |
| **QUIZ 2 (Week 13)** |
| 14 & 15 | 9  | Accounting for Receivables  | Types of receivables, Accounts Receivables. |
| 16 | **Revision and Review**  |
| 17&18 | **FINAL THEORY EXAM** |

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| **Jubail University College Policies** |
| **Attendance**  | 1. Attending at punctual time: Present otherwise the student is absent.2. Late attendance 0 − < 5 minutes: is late3. Late ≥ 5 minutes: is absentNotes:1. Every 3 late are counted as 1 absent
2. Every $\frac{3}{15}$ × total semester contact hours + 1 is DN
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| **Grading** | 1. Quality point: is the result of multiplying the credit hours by the grading points.
2. Semester GPA: is the result of dividing total quality points achieved in all courses at that semester by total graded credit hours of all courses in that semester.
3. Cumulative GPA in a semester: is the sum of total quality points achieved in all courses up to that semester divided by the total credit hours graded for all courses up to that semester
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| **Plagiarism & Cheating** | 1. Cheating is a serious offence and will be punished by the JUC. 2. Talking, looking at your colleagues’ exam papers or any other suspicious act is considered cheating during exam.3. Student will fail the subject if caught cheating. |

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| **Accounting 1 Course Syllabus (Practical)** |
| **Week** | **Practical Topics** | **Focus** |
| 1 | Introduction to StudentsCourse Expectations | Course expectations in the software – SageLine 50 |
| 2&3 |  Ch – 1Accounting Equation  | Setting T- accounts in nominal records (COA) |
| 4 &5 | Ch – 2 & 3Recording ProcessSupplier invoice & Credit notesCustomer invoice & Credit notes | * Entering the details of the company, Chart of account, Methods of creating new accounts
 |
| 6 | Ch-2 & 3Completing the accounting cycle | * Journalizing
* Posting
* Financial Statements
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| **MID TERM PRACTICAL EXAM (Week 7)** |
| **MID TERM THEORY EXAM (Week 8)** |
| 9 | Ch- 4Adjusting & Closing entries | * Preparation of entries in Sage Line 50.
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| 10&11 | Ch - 5Accounting for Merchandising Companies | * Preparing Supplier & Customer records
* Processing payments & receipts
* SOP& POP
 |
| 12&13 | Ch – 8Internal Control and Cash | * Processing petty cash records
 |
| 14 | Ch-9Accounting for Receivables | * Entries for receivables
 |
| 15 | Review Week |
| 16 |  **FINAL PRACTICAL EXAMINATION** |