

MODULE DESCRIPTION FORM

Module Information			
Module Title	Basic of Accounting		Module Delivery
Module Type	Basic		<input checked="" type="checkbox"/> Theory <input checked="" type="checkbox"/> Lecture <input type="checkbox"/> Lab <input checked="" type="checkbox"/> Tutorial <input checked="" type="checkbox"/> Practical <input type="checkbox"/> Seminar
Module Code	BMA103		
ECTS Credits	6		
SWL (hr/sem)	150		
Module Level	UGI 1	Semester of Delivery	
Administering Department	Business Administration	College	College of Management and Economy

Relation with other Modules			
Prerequisite module	None	Semester	
Co-requisites module	None	Semester	

Student Workload (SWL)			
Structured SWL (h/sem)	63	Structured SWL (h/w)	3
Unstructured SWL (h/sem)	87	Unstructured SWL (h/w)	5
Total SWL (h/sem)	150		

Module Evaluation					
		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative assessment	Quizzes	2	10% (10)	6 and 10	1, 2,4 and 5
	Assignments	2	10% (10)	3 and 15	1,2,4 and 5
	Discussions	5	10% (10)	Continuous	All
	Report	2	10% (10)	4,11	All
Summative assessment	Midterm Exam	2hr	10% (10)	13	All
	Final Exam	3hr	50% (50)	16	All
Total assessment			100% (100 Marks)		

Delivery Plan (Weekly Syllabus)	
	Material Covered
Week 1	Income statement
Week 2	Income statement
Week 3	Accounting errors
Week 4	Accounting errors
Week 5	Personal withdrawals
Week 6	Revenue and capital expenses
Week 7	Accounting for the goods(inventory)
Week 8	Accounting for the goods(inventory)
Week 9	Periodic and continuous inventory system
Week 10	Loans
Week 11	Loans
Week 12	Discount
Week 13	The exam
Week 14	Commercial discount
Week 15	Cash discount

Learning and Teaching Resources		
	Text	Available in the Library?
Required Texts	Fundamentals of accounting knowledge / Talal aljajawi	Yes
Recommended Texts		No
Websites		

Grading Scheme مخطط الدرجات				
Group	Grade		Marks %	Definition
Success Group (50 - 100)	A - Excellent		90 - 100	Outstanding Performance
	B - Very Good		80 - 89	Above average with some errors
	C – Good		70 - 79	Sound work with notable errors
	D - Satisfactory		60 - 69	Fair but with major shortcomings
	E - Sufficient		50 - 59	Work meets minimum criteria
Fail Group (0 – 49)	FX – Fail		(45-49)	More work required but credit awarded
	F – Fail		(0-44)	Considerable amount of work required
<p>Note: Marks Decimal places above or below 0.5 will be rounded to the higher or lower full mark (for example a mark of 54.5 will be rounded to 55, whereas a mark of 54.4 will be rounded to 54. The University has a policy NOT to condone "near-pass fails" so the only adjustment to marks awarded by the original marker(s) will be the automatic rounding outlined above.</p>				