



## CAMFORD BUSINESS SCHOOL SINGAPORE

### Camford International Diploma in Accounting Management

2007

### Financial Accounting

#### Syllabus

The syllabus covers:

##### Part 1

Partnership, Accounts – Capital Accounts, Drawing, Current Accounts, Division of Profits, Treatment of goodwill – past Adjustments and Guarantees – Admission – Retirement and Death of a partner – Joint Life Policy

##### Part 2

Dissolution of firms – Insolvency of a partner of partners – Garner Vs Murray – Sale to a company – Amalgamation of firms – piecemeal Distribution

##### Part 3

Insurance claims for loss of stock and loss of profits – Insolvency accounts – Statement of Affairs – Insolvency of a firm.

##### Part 4

Investment Accounts – Investment Ledger – Ex-interest and Cum-interest – Brokerage and expenses – accounting treatment – Equity shares account

##### Part 5

Farm accounts – objectives of farm accounting – Recording of transactions – Depreciation of fixed assets – Preparation of final accounts – valuation of assets – Analysis of accounting – Date for Farm Management

#### Delivery

Classroom, auditorium, seminar, lecture & tutorial based lectures, Example interactive classes between academic staff and students. Student homework / tutorial class available.

**CAMFORD BUSINESS SCHOOL SINGAPORE****Camford International Diploma  
in Accounting Management****2007****Cost Accounting****Syllabus**

The syllabus covers:

**Part 1**

Meaning of cost accounting – nature and purpose relationship and differences with financial and management accounting – advantages and limitations of cost accounting – installation of costing system – methods of costing – elements of costing – preparation of cost sheet.

**Part 2**

Materials – functions of store keeper – classification and codification of materials – methods of inventory control – EOQ – stock levels, ABC analysis – perpetual inventory system – issue procedure – calculation of purchase price – methods of pricing the issues – labour – factors in wage determination systems of wage payment – incentive plans – labour turnover.

**Part 3**

Overheads – Allocation and apportionment – reapportionment – under and over absorption – Reconciliation of cost and financial accounts – need for reconciliation.

**Part 4**

Job costing – Job costing procedure – batch costing – contract accounts – profit on incomplete contracts

**Part 5**

Process costing – features – normal and abnormal losses and gains – preparation of process accounts (Excepting joint products and by products and equivalent production) – operating costing for transport organizations.

Definition, Scope and nature of cost accounting - cost concepts - classification - objectives and advantages - demerits of cost accounting - methods and techniques - cost units - cost centers - cost sheets.

Materials cost - purchase procedure - stores procedure - receipt and issue of materials – storage

The organization and layout - Inventory control - levels of stock, perpetual inventory, ABC Analysis, EOQ - Stores ledger - pricing of material issues, FIFO, LIFO, Simple Average & Weighted Average.

Labor cost - Time recording and time booking - methods of remuneration and incentive schemes - overtime and idle time - labor turnover types, causes and remedies.

Overheads - collection, classification, allocation, appointment, absorption - recovery rates Overhead & absorption - cost sheet and cost reconciliation statement.

Costing Methods - jobs costing, contract costing, process costing (Normal loss, Abnormal loss and gains) - operating costing.

### **Delivery**

Classroom, auditorium, seminar, lecture & tutorial based lectures, Example interactive classes between academic staff and students. Student homework / tutorial class available.

**CAMFORD BUSINESS SCHOOL SINGAPORE****Camford International Diploma  
in Accounting Management****2007****Management Accounting****Syllabus**

The syllabus covers:

Definition, nature, scope, objectives, merits, limitations, differences between management accounting and financial accounting. The financial statement analysis and comparative statements, common size statements, trend percentages and ratio analysis types.

Fund flow statement - cash flow statement - fore casting of working capital requirements.

Marginal costing - CVP analysis - Break even analysis - Managerial applications

Budget and Budgetary control - production, production cost, raw material cost, sales, cash flexible budgets, standard costing - Material and labor valiancy.

Capital Budgeting - importance - payback - discounted cash flow - net present value - profitability index - accounting rate of return.

**Delivery**

Classroom, auditorium, seminar, lecture & tutorial based lectures, Example interactive classes between academic staff and students. Student homework / tutorial class available.

**CAMFORD BUSINESS SCHOOL SINGAPORE****Camford International Diploma  
in Accounting Management****2007****Business Finance****Syllabus**

To demonstrate the understanding of internal and external needs of business Accounting and its financial reporting procedure and systems. To understand the relationship between accounting principles and standards, monitor, analyse and evaluate performance; financial controls; records of assets and liabilities; capital; taxation profits. The external users of records: e.g. banks (loans, overdrafts), suppliers (trade credit), media (reporting), prospective investors (security of investment, growth), government departments (statistics, taxation). Ability to demonstrate knowledge and understanding of financial records and main books of account is vital. The understanding of the financial and legal implications of different types of business organisation demonstrate knowledge and awareness of the capital structure of incorporated bodies such as short term finance (e.g. trade credit, debt factoring) and long term finance such as retained profits, bank loans, venture capital and shares and share type such as preference, ordinary and cumulative share. A distinction to be made between permanent and non-permanent capital base as well as the difference between increasing the liquidity of the organisation and increasing the capital base of the organisation acquisition of assets tangible such as land, company lorries, buildings and intangible assets such as patents, trademarks, copyright or proprietary home brands and provision of working capital such as labour costs, buying of raw materials and components, work-in-progress WIP and goods or cash.

It then looks at business in the context of its environment, including economic, legal, and regulatory influences on such aspects as governance, employment, health and safety, data protection and security. From there, it focuses on accounting, how it originated, how it is organized, its critical importance in business planning and control, and how it affects other business functions. The syllabus then introduces students to the accounting profession and to certain aspects of the regulatory framework as they affect accounting, auditing and governance. The syllabus also covers accounting, auditing, and internal control as specific business functions and how these should be supported by effective management information systems. Finally, the syllabus introduces key management and people issues such as individual and team behavior, leadership, motivation and personal effectiveness.

After completing the module students are expected to be able to:

1. Describe the purpose of accounting and assess its utility to user groups
2. Prepare basic accounting reports for simple business entities
3. Interpret accounting reports and assess their utility
4. Describe the basic sources of finance available to entities
5. Identify basic types of cost and describe the behavior of costs
6. Describe the process of budgeting and prepare simple budgets for an entity
7. Identify and utilize a range of management accounting methods used as a basis for decision making.

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## CAMFORD BUSINESS SCHOOL SINGAPORE

### Camford International Diploma in Accounting Management

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#### Economics

##### Syllabus

To give students with no previous knowledge of economics a thorough grounding in the basic principles of economic theory and policy, and such that they have a sound basis for progression to study economics

Microeconomics: scarcity and choice; resource allocation; competitive market equilibrium; budgets and preferences; indifference curve analysis; individual and market demand; production and cost; profit maximization; firm and industry supply; monopoly; oligopoly; monopolistic competition; labor demand and labor supply; earnings and discrimination; externalities.

Macroeconomics: national output; policy issues; the income-expenditure model; the multiplier; consumption and investment; macroeconomic debates; fiscal and monetary policy; the various economics' models; aggregate demand and aggregate supply and many other world leaders' and governmental policies in economic decision making.

##### **Nature and scope of macro economic issues:**

Growth, employment, inflation, balance of payment exchange rate - circular flow of income, national income concepts, measurement of national income and the role of economic planning.

##### **Analysis of national income, employment and inflation**

Keynesian perspective multiplier, the Business Cycle, the role of fiscal policy of Singapore, its' fiscal policy and experience.

##### **Analysis of monetary sector:**

Demand and supply of money, the equilibrium of money market, the role of monetary policy and the Singapore perspectives

##### **Integration of commodity and money market**

Analysis of Inflation and unemployment and the role of economic policies.

**Analysis of external sector:**

International trade, trade multiplier, linkage model, the role of trade policy and the analysis of performance of the economy in external sector

On successful completion of this module, students will be able to:

- i. explain and apply the basic principles and essential concepts of microeconomic and macroeconomic theory;
- ii. explain and illustrate applications of indifference curve analysis, and demand and supply analysis;
- iii. explain and illustrate the determination of macroeconomic equilibrium under fixed prices, and appraise the purpose and efficacy of macroeconomic policy;
- iv. review theoretical explanations of aggregate consumption and investment expenditure determination, and inflation-unemployment interaction.

**Delivery**

Classroom, auditorium, seminar, lecture & tutorial based lectures, Example interactive classes between academic staff and students. Student homework / tutorial class available.