

# Global Learning Semesters

## Course Syllabus

Course: ATEC-101 Accounting Skills I

Department: Accounting and Banking

Host Institution: Intercollege, Nicosia, Cyprus



Course Summary		
Course Code	Course Title	Recommended Credit Hours
ATEC-101	Accounting Skills	2
Semester Offered	Contact Hours	Prerequisites
Please contact us	42-45	None
Department	Level of Course	Language of Instruction
Accounting and Banking	Lower Division	English

### Course Description

The course deals with recording of accounting and a wide variety of transactions. It deals with keeping accurate and up-to-date records of receipts and payments. It looks at the current UK banking system.

### Prerequisites

None

### Topic Areas

1. Receiving and checking money transactions
2. Banking monies received
3. Recording monies received
4. Authorising and making payments
5. Recording payments
6. Maintaining petty cash records
7. Bank reconciliations

### Readings and Resources

#### Required Textbook

- AAT-Unit 1, BPP Textbook