

# Global Learning Semesters

## Course Syllabus

Course: ATEC-102 Credit Transaction Skills

Department: Accounting and Banking

Host Institution: Intercollege, Nicosia, Cyprus



Course Summary		
Course Code	Course Title	Recommended Credit Hours
ATEC-102	Credit Transaction 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 and accounting for credit transactions. It deals with keeping accurate and up-to-date records of sales and purchases made on credit, as well as records of amounts owed by customers and payable to suppliers.

### Prerequisites

None

### Topic Areas

1. Processing of documents relating to goods and services supplied and received on credit
2. Invoicing and issuing credit notes
3. Sales and sales returns day books
4. Processing suppliers' invoices and credit notes
5. Purchase and purchase returns day books
6. The sales ledger
7. The sales ledger control account
8. Accounting for goods and services supplied and received on credit
9. The purchase ledger
10. The purchase ledger control account
11. Communications with debtors
12. Communications with creditors

### Readings and Resources

#### Required Textbook

- AAT-UNIT 2, BPP Textbook