

## Global Learning Semesters

### Course Syllabus

Course: ATEC-231 Managing Accounting Systems

Department: Accounting and Banking

Host Institution: Intercollege, Nicosia, Cyprus



Course Summary		
Course Code	Course Title	Recommended Credit Hours
ATEC-231	Managing Accounting Systems	5
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 syllabus of this course combines theoretical knowledge with practical experience. Students are expected to understand how accounting systems work and they will acquire the knowledge and understanding they need in order to supervise an accounts section and contribute to its effectiveness. Practical experience will be tested by the preparation of a case study (portfolio) and students are expected to demonstrate their competence with respect to one section of the accounting system e.g. payroll, sales ledger, costing sections etc.

### Prerequisites

None

### Topic Areas

1. Supervising an accounts section
2. An overview of the organization
3. Management and supervision
4. The principles of human relations
5. The organisation of the accounting function
6. Planning, controlling and making decisions
7. Co-ordination, scheduling and time management
8. Maintaining and improving the effectiveness of an accounting system
9. Checks and internal audit
10. Maintaining and improving quality
11. Dealing with problems
12. Training
13. Project definition and preparation

### Readings and Resources

#### Required Textbook

- AAT-Unit 10, BPP Textbook