

Global Learning Semesters

Course Syllabus

Course: BUS-110 Book-Keeping

Department: Management and MIS

Host Institution: Intercollege, Nicosia, Cyprus



Course Summary		
Course Code	Course Title	Recommended Credit Hours
BUS-110	Book-Keeping	3
Semester Offered	Contact Hours	Prerequisites
Please contact us	42-45	None
Department	Level of Course	Language of Instruction
Management and MIS	Lower Division	English

Course Description

This course introduces students to basic double-entry accounting including recording transactions, journalizing, posting, preparing trial balances as well as detecting and correcting errors. Special emphasis is given to cash collections and payments, a/c receivable, inventory and a/c payable.

Prerequisites

None

Topic Areas

1. Double-entry system, books of account, chart of accounts.
2. Necessary documents and vouchers.
3. Recording purchases.
4. Recording collections, returns and adjustments.
5. Recording payments.
6. Bank reconciliation statement.
7. Inventory valuation and depreciation.
8. Managing a petty cash.
9. Preparing trial balances.
10. Subsidiary books and ledger accounts.
11. Accruals.
12. Error detection and corrections.

Readings and Resources

Required Textbook

- Tsouris, George, First Level Book-keeping. 1998