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Course title	Application of Accounting Practices in Business				
Course code	ACCT209				
Course type	Theoretical and practical				
Level	Diploma				
Year / Semester	2 nd Year / 3 rd Semester				
Teacher's name	Panayiota Ioannidou				
ECTS	10	Lectures/ week	3	Laboratories/ week	3
Course purpose and objectives	The objective of the course is to teach to students the various applications of accounting practices in business while also focusing on the use of a computerised accounting system and its application in business.				
Learning outcomes	<p>Upon the completion of the course, students will be able to:</p> <p>Knowledge:</p> <ul style="list-style-type: none"> • Know the depreciation methods and their effect on a company's profits • Know the basic functions of a computerised accounting system and the context of its practical application in companies <p>Skills:</p> <ul style="list-style-type: none"> • Be able to enter data into a computerised accounting system as directed • Properly operate a computerised accounting system for the preparation of final accounts and other reports • Be able to prepare payroll using various methods <p>Competences:</p> <ul style="list-style-type: none"> • Apply techniques used to prevent fraud in accounting systems • Perform various accounting operations and engage in calculations in relation to real estate depreciation and provision for bad debts 				
Prerequisites	OFMA103 Technological Applications to Financial Office Administration		Required		
Course content	<ul style="list-style-type: none"> • Create new customer and supplier accounts • Data entry into the system • Create, edit and delete accounts • Preparation of reports and financial statements • Inventory control • Bank collections and payments and other tasks • VAT reports. 				

	<ul style="list-style-type: none"> • Depreciation methods and property depreciation calculation • Regulations for prepayments and due expenses • Record entries for prepayments and due expenses • Income and expenses of an accounting period • Bad debts and provision for bad debts • Methods of payment of salaries and wages • Payroll calculation • Functions of a computerised accounting system • Basic functions of a computerized accounting system • Practical implementation of a computerized accounting system: data entry, preparation of final accounts and other reports • Fraud prevention techniques in accounting systems
Teaching methodology	<p>The lesson includes lectures, presentations, exercises and software demonstrations of computerised accounting, combined with practical exercises in the computer lab.</p>
Bibliography	<p>Greek Bibliography</p> <ul style="list-style-type: none"> • Καλαμαράς, Ν., Δ., και Καλαμαρά, Α. Ν. (2013). Γενική λογιστική: Θεωρία & εφαρμογή. [<i>General Accounting: Theory & practice</i>]. 3^η Έκδοση. Εκδόσεις Αθ. Σταμούλης. ISBN: 9789603519218. • Λιάπης, Κ., Ι., και Φίλος, Γ. Λ. (2017). <i>Λογιστική και οικονομική των επιχειρήσεων : Accounting and Business Economics</i>. Μπένου Ε. ISBN 978-960-359-135-1. • Καραγιώργος, Θ., και Πετρίδης, Α. (2017). Μηχανογραφημένη λογιστική: Θεωρία και πράξη. [<i>Computerised accounting: theory and practice</i>]. Αφοί Θ. Καραγιώργου. ISBN: 9786188214750 <p>English Bibliography</p> <ul style="list-style-type: none"> • Astbury, S. (2016). <i>LCCI Bookkeeping and Accounting</i>. Volume I. Pearson. ISBN: 9781784476649 • Robinson, S. (2016). <i>LCCI Bookkeeping</i>. Volume I. Pearson. ISBN: 9781784476632 • Williams, J. R., Haka, S. F., et al (2015). <i>Financial & managerial accounting: The basis for business decisions</i>. 17th Edition. McGraw Hill Education. ISBN: 9781259255830. • Hannigan, S. (2016). <i>LCCI Accounting</i>. Volume III. Pearson. ISBN: 9781784491307 <p>Webpage</p> <ul style="list-style-type: none"> • http://www.powersoft365.com
Assessment	<ul style="list-style-type: none"> • Attendance and participation: 10% • Assignments/ practical exercises: 30% • Tests: 30% • Final written examination: 30%
Language	<p>Greek or English</p>