

Course Syllabus

Course Code	Course Title	ECTS Credits
HSPO-106	Principles of Accounting	4
Prerequisites	Department	Semester
None	Hospitality	Fall
Type of Course	Field	Language of Instruction
Required	Accounting	English
Level of Course	Lecturer(s)	Year of Study
Diploma	Mr. Andreas Koureas	1 st
Mode of Delivery	Work Placement	Corequisites
Face to Face	N/A	None

Course Objectives:

In this introductory course, the student will understand the basic concepts of accounting. Through this course there will be an introduction to the basic principles of the double-entry system including recording transactions of selling goods and services, journalizing, posting, preparing trial balances, accounting monitoring for the debts and claims of the organization, as well as procedures for fixed and liquid/ disposable assets and depreciation, and keeping a stockpile system.

Learning Outcomes:

After completion of the course students are expected to be able to:

- Apply the basic principles and standards of accounting.
- Calculate and analyze simple financial indicators for each business.
- Prepare for the first level, Elementary LCCI, accounting Examinations.

Course Content:

- Double-entry system
- Chart of accounts – globally (general, sales, purchases)
- Necessary documents and vouchers
- Recording goods and service purchases, as well as payments and refunds

- Recording sales, collections and returns
- Error detection and corrective records for accounting errors
- Preparation of balance
- Bank reconciliation statement
- Stockroom keeping
- Issuing of documents (receipts and invoices)
- Inventory valuation and depreciation
- Managing a petty cash
- Managing fixed assets, Depreciations
- Budgets, understanding and preparation

Learning Activities and Teaching Methods:

PowerPoint Lectures, Case Study Analyses and Discussion

Assessment Methods:

Assignments, Tests, Mid-Term Exam, Final Exam

Required Textbooks / Readings:

Title	Author(s)	Publisher	Year	ISBN
Accounting Principles	Weygandt,J.	Wiley	2021	9781119707110
Bookeeping – Beginners Guide	Douglas, A	Wiley	2020	9798699952410
Lecturer's Notes.				

INTERCOLLEGE

Recommended Textbooks / Readings:

Title	Author(s)	Publisher	Year	ISBN
Principles of Accounting	Bragg, S.	Accounting Tools	2021	9781642210774
Accounting for Small Business	Kallman, M.	Mc Graw Hill	2023	9781801719254