

3.3.9. Introduction to Accounting

SRH University Heidelberg - International Business (B.A.)					
Module: Introduction to Accounting (compulsory)					
5- Week block	Frequency	Pre-requisites	Exam / Assessment	ECTS	Student Workload
One five week block	Annually	None	Exam (100%)	6 ECTS	Lectures 60 hours Self-study 90 hours Total of 150 hours
Learning Outcomes					
<p>The course enables the students to lead the books through a business year beginning with the opening balance sheet and ending by the annual financial statement.</p> <p>Furthermore the students will obtain a fundamental understanding of the rules and techniques of bookkeeping.</p> <p>This course is the prerequisite for the constitutive course "International Accounting".</p>					
Course Structure					
<ol style="list-style-type: none"> 1. Legal fundamentals and functions of accounting 2. Stocktaking – inventory – balance sheet 3. Technical rules of bookkeeping, statement of earnings 4. Booking of commodities and goods in combination with value added tax 5. Depreciations, accruals, prepaid expenses and deferred income 6. Rating of receivables and liabilities 7. Elements of the annual financial statement 					
Key Words (in alphabetical order)					
<p>Account, accruals, advance payment, after-tax profit, all in costs, annual financial statement, assets, balance, balance sheet, booking, book value, borrowed capital, calculation, cash discount, cash flow, commodity, cost per unit, cost price, credit, creditor, current assets, date of invoice, debt, debit, debtor, discount, dividend, equity capital, factoring, financial statement, finished goods, fixed assets, freight charges, giro account, gross margin, income tax, inventory, invoicing, journal, ledger, liabilities, loan, mortgage, overdraft credit, pre-tax profit, profit and loss account, raw materials, receivables, salary and wages, share, stock, supplier, statement of earnings, tax exemption, trade margin, trade payables, transaction, turnover tax (v.a.t.), voucher, yield, zero-rated.</p>					
Literature					
<p>Marshall, Dr. Peter: Mastering Bookkeeping, 9. Edition, Oxford 2010</p>					