

## COURSE OUTLINE

### (1) GENERAL

<b>SCHOLL</b>	Economics and Public Administration		
<b>ACADEMIC UNIT</b>	Economic and Regional Development		
<b>LEVEL OF STUDIES</b>	Undergraduate		
<b>COURSE CODE</b>	800079	<b>SEMESTER</b>	5
<b>COURSE TITLE</b>	<b>General Accounting</b>		
<b>INDEPENDENT TEACHING ACTIVITIES</b> <i>If credits are awarded for separate components of the course, e.g. lectures, laboratory exercises, etc. If the credits are awarded for the whole course, give the weekly teaching hours and the total credits.</i>		<b>WEEKLY TEACHING HOURS</b>	<b>CREDITS</b>
		4	6
<i>Add rows if necessary. The teaching organisation and methods used are described in detail at (d).</i>			
<b>COURSE TYPE</b> <i>general background, special background, specialised general knowledge, skills development</i>	General background, specialisation, skills development		
<b>PREREQUISITE COURSES:</b>	Business Economics and Accounting		
<b>LANGUAGE OF INSTRUCTION and EXAMINATIONS :</b>	Greek		
<b>IS THE COURSE OFFERED TO ERASMUS STUDENTS</b>	No		
<b>COURSE WEBSITE (URL)</b>	<a href="https://openeclass.panteion.gr/courses/TMI282/">https://openeclass.panteion.gr/courses/TMI282/</a>		

### (2) LEARNING OUTCOMES

<p><b>Learning outcomes</b>  <i>The course learning outcomes, specific knowledge, skills and competencies of an appropriate level, which the students will acquire with the successful completion of the course, are described.</i>  <i>Consult Appendix A</i></p> <ul style="list-style-type: none"> <li>• <i>Description of the level of learning outcomes for each qualifications cycle, according to the Qualifications Framework of the European Higher Education Area</i></li> <li>• <i>Descriptors for Levels 6, 7 &amp; 8 of the European Qualifications Framework for Lifelong Learning and Appendix B</i></li> <li>• <i>Guidelines for Writing Learning Outcomes</i></li> </ul>
<p>After successful completion of this course, students will be able to:</p> <ul style="list-style-type: none"> <li>● work in a methodical manner to prepare accounting entries, balance sheets, journals entries, analytical ledgers</li> <li>● manage and use accounting information and records</li> <li>● prepare accounting reports and basic financial statements</li> <li>● know the stages and organisation of accounting information and reports</li> <li>● present the basic financial statements of a company</li> <li>● have a good understanding of valuation and estimation methods and procedures in accordance with Greek and International Financial Reporting Standards</li> <li>● recognize this course under the title: "Financial Accounting" in the ACCA Professional Body</li> </ul>

### **General Competences**

*Taking into consideration the general competences that the degree-holder must acquire (as these appear in the Diploma Supplement and appear below), at which of the following does the course aim?*

*Search for, analysis and synthesis of data and information with the use of the necessary technology.*

*Adapting to new situations*

*Decision-making*

*Working independently*

*Teamwork*

*Working in an international environment*

*Working in an interdisciplinary environment*

*Production of new research ideas*

*Project planning and management*

*Respect for difference and multiculturalism*

*Respect for the natural environment*

*Showing social, professional and ethical responsibility and sensitivity to gender issues*

*Criticism and self-criticism*

*Production of free, creative and inductive thinking*

*Others*

- Research, analysis and synthesis of data and information with the use of the necessary technology.
- Adapting to new situations
- Decision making
- Autonomous work
- Teamwork
- Working in an international environment
- Criticism and self-criticism
- Production of free, creative and inductive thinking
- Working in an interdisciplinary environment

### **(3) SYLLABUS**

The key modules of the course are:

1. Introduction: Introduction to the course, Presentation of accounting typology requirements, Accounting categories, Analysis of concepts and types of accounting standards
2. Accounting Environment: Accounting Workflow, Chart of Accounts - The Greek General Accounting Plan, Accounting Plan and Financial Statements according to Greek Accounting Standards - Standard Matching Tables of Account Codes and Financial Statements with G.A.A.S, GAAP, IAS.
3. Fixed Assets - Main Characteristics - Purchase - Sale
4. Fixed Assets Portfolios – Investment portfolios
5. Depreciation Methods - Accumulative - Decreasing – Fixed/Strait Line-Ascending-Descending
6. Valuation and impairment of fixed assets
7. Inventories - Main characteristics - Purchase - Sale
8. Inventory Systems - Periodic, Perpetual
9. Inventory Valuation Methods - FIFO, LIFO, Average Weighted Average
10. Inventory Impairment
11. Receivables and Cash Accounts - Creation - Collection
12. Securities
13. Doubtful receivables - Provisions
14. Cash accounts
15. Securities: Financial Instruments, Securities - Loans, Accounting for Financial Instruments, Bank Accounting and Foreign Exchange Accounting
16. Liabilities - Long-term Liabilities, Short-term Liabilities and Capital Accounts
17. Profit and Loss Accounts: Operating Expenditure Accounts, Operating Income Accounts

18. Operating Principle - Transitional Accounts - Accrued and deferred income and expenses
19. Adjustment entries to the accounts, corrections of accounting errors and adoption of the signed balance sheet
20. Entries to determine the result and issue the final balance
21. Profit and loss account, statement of comprehensive income, statement of changes in equity, balance sheet and other financial statements and notes on them
22. Cash flow statement: Direct method and Indirect method
23. Presentations ow work by students
24. Accounting simulation presentation in a computerized environment (simulation workshop)

#### (4) TEACHING and LEARNING METHODS - EVALUATION

<p style="text-align: center;"><b>DELIVERY</b> <i>Face-to-face, Distance learning, etc.</i></p>	<p>Face-to-face</p> <p>Distance learning during periods of emergency and after obtaining relevant approvals</p>												
<p style="text-align: center;"><b>USE OF INFORMATION AND COMMUNICATIONS TECHNOLOGY</b> <i>Use of ICT in teaching, laboratory education, and communication with students</i></p>	<p>Use of ICT in teaching, seminars-training using software, systematic use of the eClass platform for information and distribution of material and communication with students</p>												
<p style="text-align: center;"><b>TEACHING METHODS</b> <i>The manner and methods of teaching are described in detail.</i></p> <p><i>Lectures, seminars, laboratory practice, fieldwork, study and analysis of bibliography, tutorials, placements, clinical practice, art workshop, interactive teaching, educational visits, projects, essay writing, artistic creativity, etc.</i></p> <p><i>The student's study hours for each learning activity are given, as well as the hours of non-directed study according to the principles of the ECTS.</i></p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;"><i>Activity</i></th> <th style="text-align: center;"><i>Semester Workload</i></th> </tr> </thead> <tbody> <tr> <td>Lectures</td> <td style="text-align: center;">48</td> </tr> <tr> <td>Exercises</td> <td style="text-align: center;">42</td> </tr> <tr> <td>Non directed study</td> <td style="text-align: center;">50</td> </tr> <tr> <td>Exams</td> <td style="text-align: center;">40</td> </tr> <tr> <td><b>Course Total</b></td> <td style="text-align: center;"><b>180</b></td> </tr> </tbody> </table>	<i>Activity</i>	<i>Semester Workload</i>	Lectures	48	Exercises	42	Non directed study	50	Exams	40	<b>Course Total</b>	<b>180</b>
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<p style="text-align: center;"><b>STUDENT PERFORMANCE EVALUATION</b> <i>Description of the evaluation procedure</i></p> <p><i>Language of evaluation, methods of evaluation, summative or conclusive, multiple choice questionnaires, short-answer questions, open-ended questions, problem-solving, written work, essay/report, oral examination, public presentation, laboratory work, clinical examination of patient, art interpretation, other</i></p> <p><i>Specifically-defined evaluation criteria are given, and if and where they are accessible to students.</i></p>	<p>The evaluation is conducted in the greek language as follows:</p> <p>A. Written essay graded with 20% on the final grade B. Written exam to short answer questions at the end of the semester: 80%</p> <p>As they are accessible by the students on the course page in the open eClass.</p>												

#### (5) ATTACHED BIBLIOGRAPHY

***Suggested bibliography:***

- Ballas, A., Chevas, D., Vlismas, O. (2017) Cost Accounting, Benou Publications, Athens, Greece.
- Papadeas, P. (2010), Financial Accounting Information: Basic Theory and Use at National and European Level, Publisher Panagiotis V. Papadeas.
- Varvakis, K.(2003), Cost accounting and cost organization, Papazisi publications
- Papas, A. (2006), Financial Accounting Theoretical and Practical Issues, Issue A, 2nd edition, Benou Publications
- Papas, A. (2006), Financial Accounting Theoretical and Practical Issues, Issue B, 2nd edition, Benou Publications
- Gkikas, D. (2006), General Accounting, Benou Publications
- Weaver, M. (1997), Accounting. Oxford University Press, Oxford.
- Minars, D (1992), Accounting. Hauppauge, New York.