

Course Description

Course Code: PREFE01
Course Name: Bookkeeping
Scope: 3 Ects
Target Group: First year's students, Industrial Management, Novia UAS

Objectives: To provide the student with basic knowledge of the company's bookkeeping, accounting and reporting activities and functions

Contents:

- the importance of bookkeeping in a business company, an industry and in any organization
- bookkeeping, practicalities and bookkeeping hands on, key measures and indexes
- practical payroll
- laws, regulations and recommendations according to Finnish Law, tax legislation
- IAS, IFRS, reporting standards, yearly reporting
- the state of income, the balance sheet according to the Annual Accounts Act
- auditing – what it is about?

Methods: Lectures, focus on practical training based on business transactions

Prerequisites: Introduction to Business Economics, 3 Ects

Literature: Laws, regulations and recommendations valid; both national and international standards (IAS)

Examination: Written exam and exercises, grade 1 - 5

Time: See the curriculum, target group first year's students

Language: Swedish

Comments: -

Made by:	Checked by:	Approved by:	Valid in curriculum:
SG 16.5.2017	Head of Degree Program	Head of Degree Program and Department Manager	2017

